



COMDTNOTE 1000  
19 SEP 2000

COMMANDANT NOTICE 1000

CANCELLED: SEP 18 2001

Subj: CH-33 TO PERSONNEL MANUAL, COMDTINST M1000.6A

1. PURPOSE: This Notice publishes a change to the Personnel Manual. This Notice is for the use of all active and reserve Coast Guard members.
2. ACTION: Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and chiefs of special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. No paper distribution will be made of this Notice. Official distribution will be via the Coast Guard Directives System CD. An electronic version will also be made available via the Commandant (G-W) website.
3. DIRECTIVES AFFECTED. None.
4. SUMMARY: Enclosure (1) summarizes the substantial changes throughout the manual provided as enclosure (2). Any pages inadvertently omitted from the "Remove" column in previous changes should be discarded as obsolete.
5. PROCEDURES: Remove and insert the following pages:

Remove

1.B. Pages 3-4  
1.B. Pages 13-14  
1.D. Pages 3-4  
1.D. Pages 11-12  
4.A. Pages 7-9a  
4.A. Pages 9b-10  
4.A. Pages 11-12  
4.B. Pages 9-12  
4.D. Pages 1-4

Insert

1.B. Pages 3-4  
1.B. Pages 13-14  
1.D. Pages 3-4  
1.D. Pages 11-12  
4.A. Pages 7-9a  
4.A. Pages 9b-10  
4.A. Pages 11-12  
4.B. Pages 9-12  
4.D. Pages 1-4

DISTRIBUTION - SDL 138

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	3	3	3		3	2	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
B		5	10*	1	21	10	25	30	8	6	7	7	6	60	2	1	3	110	1	1	12	1	22	1	1	1
C	5	2	3	4	2	2	2	2	2	1	3*	2	1	4*		1	1	1		1	1	1	1	1	1	1
D	2	1	1	5	1	1	1	1		1	3	1*	1	1	2	1	1	1	1	1	1	1	1	1	1	1
E	2	4*						1						1*				1								
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION: see action paragraph

Remove

4.E. Pages 15-18  
4.H. Pages 5-6  
4.H. Pages 13-14  
Exhibit 4.H.1. Pages 1-3  
Exhibit 4.H.2. Pages 1-4  
5.A. Pages 5-8  
5.A. Pages 21-23  
5.B. Pages 9-10  
5.B. Pages 15-16  
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5.E. Pages 1-3  
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6.C. Pages 1-3  
7.A. Pages 1-14  
7.A. Pages 21-22  
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Exhibit 8.F.2 Pages 1-2  
10.B. Pages 7-8  
11.A. Pages 3-4  
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12.A. Pages 19-20  
  
12.B. Pages 45-50  
12.F. Page i  
12.F. Pages 1-15  
14.A. Contents Page iii  
14.A. Pages 5-6  
14.A. Pages 23-24

Insert

4.E. Pages 15-18  
4.H. Pages 5-6  
4.H. Pages 13-14  
Exhibit 4.H.1. Pages 1-3  
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6.C. Pages 1-5  
7.A. Pages 1-14  
7.A. Pages 21-22  
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8.F. Pages 33-34  
Exhibit 8.F.2. Pages 1-2  
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11.A. Pages 3-4  
12.A. Pages 5-10  
12.A. Pages 19-20  
Exhibit 12.A.1 pages 1-14  
12.B. Pages 45-50  
12.F. Page i  
12.F. Pages 1-20  
14.A. Contents Page iii  
14.A. Pages 5-6  
14.A. Pages 23-26



**Thomas F. Fisher**

Encl: (1) Summary of changes  
(2) Change 33 to COMDTINST M1000.6A

## CH 33 TO PERSONNEL MANUAL, COMDTINST M1000.6A

## SUMMARY OF CHANGES

<b>Chapter 1</b>	
<b>Article 1.B.2.f.</b>	Service needs will determine if reserve extension boards are needed and if selection is on a best qualified or a fully-qualified basis.
<b>Article 1.B.5.f.2.c.(5)</b>	Amended to reflect current factors found on EPEF (CG-3788).

<b>Chapter 4</b>	
<b>Article 4.A.5.b.7.</b>	Policy on overseas elective tour lengths is added per ALCOAST 128/99.
<b>Article 4.A.5.b.</b>	Assignment to Stations Neah Bay and Quillayute River shall require review of checklist located in article 4.H. per ALCOAST 207/99.
<b>Article 4.B.4.a.</b>	Quillayute River and Neah Bay, Coast Guard Recruiters placed in assignment priority 3 per ALCOAST 207/99. UTB and MLB STANTEAMS given assignment priority 4. MLC Food Services Assistance and Training (FSAT) Team billets get assignment priority 4.
<b>Article 4.B.4.d.</b>	Assignment priorities do not apply to initial assignments of nonrates.
<b>Article 4.D.1.c.</b>	Priorities for initial assignment of non-rates listed.
<b>Article 4.E.9.</b>	Qualifications and submission requirements for assignment as a Special Agent are updated.
<b>Article 4.H.2.2.c.</b>	Training commands are responsible for conducting overseas screening interviews for members assigned PCS to a service school.
<b>Article 4.H.8.c.</b>	Endorsements for requests to extend overseas must indicate whether member still meets the requirements to serve overseas.
<b>Exhibit 4.H.1. &amp; Exhibit 4.H.2.</b>	Are amended to reflect requirement for members to possess government travel card to offset delays in receiving reimbursements to TLA expenses.

<b>Chapter 5</b>	
<b>Article 5.A.5.f.</b>	Clarifies policy on appt. to LTJG following selection by 2 <sup>nd</sup> Board.
<b>Article 5.A.13.f.</b>	Details policy on communications with Boards by officers whose promotion has been delayed pending review of possible disqualification.
<b>Article 5.B.10.g.</b>	Reserve CWOs on EAD are eligible to apply for promotion boards.
<b>Article 5.C.5. &amp; Article 5.C.6.</b>	36 month minimum required TIR for advancement from E-7 to E-8 is reduced from 36 to 24 months as per ALCOAST 015/00.
<b>Article 5.C.7.b.1 &amp; 5</b>	Requirement for E-2s to complete MRNPO course prior to advancement is removed.
<b>Article 5.C.12.a.</b>	Members assigned to ANTs or qualifying for lookout duty must possess normal color vision.
<b>Article 5.E.1.a.2.</b>	Strikers shall not be recommended for advancement if they receive unsatisfactory marks or are convicted of a crime by CM or civil courts.

<b>Chapter 6</b>	
<b>6.A.6.c.</b>	Authority to designate Coast Guard Law Specialists is delegated to the Chief Counsel.
<b>Article 6.C.3.</b>	Article defining the authority to wear PSU insignia is added.

<b>Chapter 7</b>	
<b>Article 7.A.5.d.</b>	Article on Recruit Leave is removed.
<b>Article 7.A.5.e.</b>	Article on Reenlistment leave is removed. Subsequent articles within 7.A.5. are renumbered.
<b>Article 7.A.5.h.</b>	Article on elective medical procedures added.
<b>Article 7.A.7.a.</b>	References to JFTR updated.
<b>Article 7.A.10.b.</b>	Policy on administrative absences for relocation and familiarization is amended per ALCOAST 124/99.
<b>Article 7.B.2.d.</b>	Guidance for combining special liberty with leave is moved from former article 7.B.2.g. Subsequent articles within 7.B.2. are renumbered.

<b>Chapter 8</b>	
<b>Article 8.F.8.</b>	Guidance on transfer to federal institutions and preparation of discharge is amended.
<b>Exhibit 8.F.2.</b>	Exhibit is updated to reflect current phone numbers of CCUs.

<b>Chapter 10</b>	
<b>Figure 10.B.3.1.</b>	Notes added to enlisted evaluation rating chain chart to allow XOs and XPOs to serve as Marking Official in some instances and delegating authority to Commander, Coast Guard Activities New York to assign division chiefs as Approving Official and branch chiefs as Marking Official for those members assigned to duty within their marking chain.

<b>Chapter 11</b>	
<b>Article 11.A.2.a.</b>	To protect privacy, casualty reports shall be treated as FOUO.

<b>Chapter 12</b>	
<b>Article 12.A.5.f.</b>	Additional guidance for requesting Reserve Commissions is added.
<b>Article 12.A.15.c.</b>	Officers may be separated for unreasonable refusal of necessary medical or dental treatment or refusal of immunizations.
<b>Article 12.A.5.e. &amp; 12.A.7.c. &amp; 12.C.9.a.</b>	Officers stationed OUTCONUS must complete 2 years at their duty station before requests for resignation or RELAD will be considered.
<b>Exhibit 12.A.1.</b>	Procedural guide for Coast Guard Boards of Inquiry added.
<b>Article 12.B.18.b.</b>	Enlisted members may be separated for unreasonable refusal of necessary medical or dental treatment or refusal of immunizations.
<b>Section 12.F.</b>	Rewritten to incorporate CNC policy with new temporary Separation policy.

<b>Chapter 14</b>	
<b>Article 14.A.5.d.</b>	Requirements for board report when considering officers on a fully-qualified basis is clarified.
<b>Article 14.A.21.</b>	Article detailing appointment of officers to the permanent commissioned teaching staff of the Coast Guard Academy is added.



duty at the end of the promotion year in which the second failure occurs or when they complete their current Active Duty Agreement, whichever is earlier. The Service considers these separations involuntary. Reserve officers with 18 or more years' active duty service may remain on active duty until they complete 20 years of service if Commander, (CGPC-opm) approves a retention request.

6. All extensions and agreements are subject to termination for changes in Service requirements and other factors affecting the retention of Reserve officers on active duty (10 U.S.C. **12312**).

#### **1.B.2.e. Submitting Applications to Remain on Active Duty**

1. Reserve officers serving initial active duty periods or fulfilling active duty agreements may apply to remain on active duty to Commander, (CGPC-opm-1) through the chain of command. They must submit requests in time for the appropriate extension board to consider them. The Schedule of Officer Personnel Boards and Panels, COMDTINST 1401.5 (series) announces board convening dates and application deadlines.
2. Reserve officers shall state in their application both their desired duration of the requested active duty agreement and the minimum duration they will accept.
3. The commanding officer's endorsement shall comment on the applicant's suitability for continued service under the terms of an active duty agreement and also list the applicant's special qualifications or abilities.
4. To receive an acknowledgement of the received application, submit with the request a completed, self-addressed Acknowledgment/Referral Card, CG-4217.

#### **1.B.2.f. Selection**

1. Boards normally meet in January and July to recommend Reserve officers for new active duty agreements or extensions of their current agreements. Special boards also may convene occasionally to meet Service needs. The boards **normally** recommend officers they consider best-qualified for retention on active duty. **As Service needs dictate, boards may be convened on a fully-qualified basis instead, or not at all. If no board is convened, CGPC-opm will consider all extensions and requests for new agreements. When a board is convened to consider officers on a fully-qualified basis, the board shall apply the procedures delineated in Article 14.A.5, with the following exception: In developing the fully qualified standards, the records of officers who hold the same grade as the applicant shall be used. The board's focus should be on reviewing the records for retention of the officers in the current grade, not for promotion purposes.**
2. The board considers each officer for retention based on the officer's performance record, special qualifications, educational accomplishments, potential for future development as a Regular officer, command endorsement, and Service needs.

3. The Service releases to inactive duty on their scheduled release date those officers whose agreements expire or whose requests for retention have not been approved.

#### **1.B.2.g. Active Duty Agreements**

1. Officers selected for retention must return active duty agreements to Commander, (CGPC-opm-1) within five working days after receipt.
2. Officers who do not desire to execute the agreement shall endorse the agreement to that effect and return it to Commander, (CGPC-opm-1) within five working days of receipt. **The officer will be RELAD no later than when their agreement expires.**

#### **1.B.2.h. Instructions for Signing Agreements**

1. The Reserve officer desiring retention or recall to active duty is the “contractor” and signs all copies of the agreement in the space provided in the presence of one or more witnesses.
2. When practical, two officers or petty officers will witness the contractor’s signature and sign all copies of the agreement in the space provided.
3. The officers delegated in ☛ Article 1.B.2.c. to accept the agreement for the **Coast Guard** sign all copies in the space provided for the authorized agent’s signature.
4. If the Reserve officer entering the active duty agreement is the only active duty Coast Guard officer present in the area, he or she may sign as the contractor. **The two witnesses’ signatures must be accompanied by an address and current telephone number. The Reserve officer contractor** sends the agreement to the district commander (dcs) or maintenance and logistics commander (p), as appropriate, for signature and acceptance of the agreement for the **Coast Guard**.

#### **1.B.2.i. Pay Entitlements on Involuntary Release from Active Duty**

Reserve officers involuntarily released from active duty may be entitled to separation pay under 10 U.S.C. 1174 and/or a **termination** payment for the remaining part of an active duty contract under 10 U.S.C. **12312**. The ☛ U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), explains conditions and procedures on separation pay or pay on release without the member’s consent before an active duty agreement expires.

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### **1.B.3. Appointing Reserve Program Administrators**

#### **1.B.3.a. General**

1. Under authority of 10 U.S.C. **10211** and **12501**, the Service assigns certain Coast Guard Reserve officers—Reserve Program Administrators (RPAs)—to extended active duty to organize, administer, recruit, instruct, or train Coast Guard Reserve components.



## COAST GUARD PERSONNEL MANUAL CHAPTER 1.B.

- a. Report of Medical Examination, SF-88, and Report of Medical History, SF-93, prepared in triplicate, with all copies signed.
  - b. The complete set of the Aviation Selection Test Battery Answer Sheets; return entire packet (AQT, MCT, SAT, BI) answer sheets) to Commander, (CGPC-CGRC), including unused portions.
  - c. Officer Programs Applicant Assessment Form, CG-5527 (one combined form from all board members).
  - d. Report of Board of Interview. 🖨 Article 1.B.8.
  - e. A brief narrative explaining the applicant's reasons for applying for OCS and goals as a Coast Guard officer, if selected. As part of this narrative, the applicant may specify which class he or she prefers to attend. The Coast Guard attempts to honor that preference if the applicant is selected, but cannot give guarantees.
  - f. Finger Print Card, FD-258 (two originals), may be submitted after selection as primary or alternate candidate.
  - g. Questionnaire for National Security Positions, SF-86. Leave "Date Requested" blank.
  - h. Personnel Security Action Request, CG-5588 (one original). May be submitted after selection as primary or alternate candidate.
  - i. Official transcripts of all college courses completed or other scholastic record, one copy, submitted to Commander, (CGPC-CGRC) or recruiter directly from the college.
2. Temporary Commission Application. In addition to the documents listed above, temporary commission applicants must submit these documents:
- a. Evidence of completing the educational qualifications listed in 🖨 Article 1.B.5.b. above.
  - b. Officer Candidate School Agreement, CG-3211A or CG-3211B, as applicable, one copy.
  - c. A letter evaluation from the applicant's commanding officer. Without the commanding officer's endorsement, no applicant package will be forwarded for further review. The letter evaluation shall include:
    - (1) The commanding officer's evaluation of the applicant's potential value to the Coast Guard as a commissioned officer.

- (2) His or her evaluation of the applicant compared with other OCS graduates whom he or she personally has known.
  - (3) Any outstanding professional or other qualifications the applicant may possess.
  - (4) The commanding officer's statement of knowledge about the applicant's ability and willingness to meet his or her financial obligations.
  - (5) The applicant's average marks during the current enlistment according to Article 12.B.48., and his or her most recent marks for **Performance, Leadership, Military, and Professional Qualities Factor**.
  - (6) Questionnaire for National Security Positions, SF-86 (five copies with original signature). Submit one copy with the application and the remaining copies after selection as a primary or alternate candidate.
  - (7) One copy of the current enlistment contract plus any extensions to it.
  - (8) One copy of the member's Marks, CG-3306.
3. Reserve Commission Applicants. In addition to the documents listed above, Reserve commission applicants who are Coast Guard or Coast Guard Reserve members must submit these documents:
- a. Proof of baccalaureate or higher degree from an accredited college or university, before the date published in the general message.
  - b. Items listed in subparagraph 2. above.
4. Civilians and Other Armed Forces or Their Reserves' Members. In addition to the documents listed in subparagraph 3 above, civilian applicants and members of an Armed Force or its Reserve component other than the Coast Guard submit these documents, which will not be returned:
- a. Record of Military Processing—Armed Forces of the United States, DD 1966, original and one copy, completed in accordance with the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

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## 1.D Appointment as Warrant Officer

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### 1.D.1. General

#### 1.D.1.a. Definition

Chief Warrant Officers (CWOs) are commissioned officers of the Coast Guard who serve in grades established by law and have authority commensurate with this status. CWOs are mature individuals with appropriate education and specialty experience who have shown through demonstrated initiative and past performance they have the potential to assume positions of greater responsibility requiring broader conceptual, management and leadership skills. While administrative and technical specialty expertise is required in many assignments, CWOs must be capable of performing in a wide variety of assignments that require strong leadership skills. Enlisted and officer experience provide these officers a unique perspective in meeting the Coast Guard's roles and missions.

#### 1.D.1.b. Billet Structure

Warrant officer billets are issued in the normal budgetary process and are independent of commissioned officer billets. All warrant officer billets are at the W-4 level.

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### 1.D.2. Eligibility for Appointment to Warrant Grade

#### 1.D.2.a. Minimum Eligibility Requirements

Each applicant for appointment to warrant grade is responsible for completing the eligibility requirements by 1 January of the year in which the Chief Warrant Officer (CWO) Appointment Board (the Board) convenes. ☛ The Schedule of ADPL Officer Personnel Boards and Panels, COMDTINST 1401.5 (series) announces the Board's convening date. See ☛ Exhibit 1.D.

1. Must be a citizen of the United States.
2. Applicants are no longer required to have a National Agency Check (NAC) completed within five years of the 1 January deadline. However, applicants should review the requirements of the ☛ Coast Guard Military Personnel Security Program, COMDTINST M5520.12(series) and be prepared in the event an updated background investigation is needed for the initial CWO assignment.
3. **Must be a member of the Coast Guard or Coast Guard Reserve with at least 8 year's total active service in the Armed Forces of the United States, with the last 4 having been in the Coast Guard. Credit for active duty time will be computed to 30 June following the 1 January deadline. Members returning to active duty under the CNC or Temporary Separation Policy will be credited for TIS earned prior to separation (☛ Article 12.F.). Rules for computing active duty time in service (TIS) are contained in ☛ Article 1.D.4.**

4. Must be serving in pay grade E-6 or above. Those currently serving as temporary officers are not eligible to apply for appointment to warrant grade. Former temporary officers who were authorized to revert to their permanent enlisted status under Article 12.A.12. provisions must request a waiver to apply for appointment to warrant grade. Waiver requests must be submitted via the chain of command to arrive at Commander (CGPC-opm-1) by 1 September preceding the Board. Temporary officers who reverted IAW Article 12.A.13.e.4. do not need a waiver. Additionally, personnel who have previously served as a warrant officer who were authorized to revert to their former enlisted status under the provisions of Article 5.B.6 or 12.A.21 are not considered to have the qualities necessary for reappointment to warrant grade and are not eligible to apply.
5. Enlisted members serving in pay grade E-6 must have displayed their technical ability by placing in the top 50 percent on the eligibility list for advancement to E-7 as a result of the Servicewide Examination (SWE) administered in May prior to the 1 January deadline. The following examples apply.
  - a. If the E-7 advancement eligibility list has 100 members, those at positions 1 through 50 are eligible to compete for appointment to warrant grade.
  - b. If the E-7 advancement eligibility list has 101 members on, those at positions 1 through 51 are eligible to compete for appointment to warrant grade.
  - c. Members removed from published advancement eligibility lists, e.g., retirements, shall not be used as justification to improve the percentile calculation.
6. Members serving in pay grade E-7, E-8, or E-9 are considered to have already displayed technical ability in their specialty.
7. Members who are scheduled for separation under the High Year Tenure Program are not eligible to apply since their mandatory separation date will have occurred prior to the effective date of the Final Eligibility List.
8. Members whose request for retirement have been approved are not eligible to apply. Members whose request for retirement is approved after being recommended shall be removed from the Preboard or Final Eligibility List as applicable. Commanding officers shall notify Commander (CGPC-opm-1) by message so the names of such applicants can be removed from the applicable list.
9. No court-martial or civil conviction, or nonjudicial punishment and have no unsatisfactory mark in conduct for the three years immediately prior to the 1 January deadline and for the entire period from 1 January to appointment.

Board or are found not fully qualified by the Board, they will be replaced by alternate candidates, in order of highest preboard score. Such alternate candidates are then considered primary candidates. (Refer to ☛ Article 1.D.8.)

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## **1.D.7. Preparation and Distribution of Recommendation Files and Resume**

### **1.D.7.a. Submission of Officer Evaluation Reports (OERs)**

Commanding officers shall submit an Officer Evaluation Report (OER), CG-5310 with 3A variant of page 3, for all members of their command whose names appear on the Preboard Eligibility List. The OERs shall be submitted directly to Commander (CGPC-opm-1) and shall be prepared using the instructions in ☛ Article 1.D.7.b. Do not use OER preparation instructions contained in section 10.A. Each primary and alternate candidate shall submit a resume prepared in accordance with instructions in subparagraph c. below. The submission deadline date for the OER and resume will be announced in the ALCGPERSCOM message publishing the Preboard Eligibility List.

### **1.D.7.b. Preparation of the OER**

Preparation and Distribution of Officer Evaluation Report (OER), Level I (CG-5310).

1. The candidate's current commanding officer must sign as Supervisor and Reporting Officer. OERs completed by former commands, however recent, will not be accepted. The member's "current commanding officer" is determined by considering where the member is permanently attached when the Preboard Eligibility List is published. If the applicant is in an advanced education program, the program manager is the appropriate signatory. Commanding officers are encouraged to contact prior commands for OER input on recently assigned personnel. Commanding officers who desire to provide input on candidates whom they recommended for appointment to warrant grade for the current cycle, but who are no longer assigned to their command, are encouraged to contact the current commanding officer and may forward an Administrative Remarks (CG-3307) documenting the candidate's potential to serve successfully as a CWO. The CG-3307 shall be submitted directly to Commander (CGPC-adm-3) for inclusion in the candidate's Headquarters PDR.
2. Prepare an original and one copy of CG-5310 with 3A variant of page 3 for each candidate as follows:
  - a. Complete section 1, blocks a. (name), b. (SSN), d. (current enlisted grade, eg. BMC, **this needs to be hand typed**), e. (date of rank), f. (unit and telephone number), g. (ATU-OPFAC), i. (date reported), j. (period of report, not to exceed one year ending 1 May of the Board year), m. (date submitted).

- b. Complete section 2 with a description of the member's current duties.
  - c. Complete comment sections 3, 4, 5, and 8 addressing each performance characteristic giving specific examples/accomplishments. Completing comment section 7 is optional.
  - d. Complete section 10 specifically addressing the candidate's potential to perform satisfactorily as a chief warrant officer in the specialty for which applying. Refer to Article 1.D.13., which defines the scale of responsibilities in each specialty.
  - e. Do not complete section 9.
  - f. **Both** Block 6 (Supervisor Authentication) and Block 11 (Reporting Officer Authentication) **shall be signed by the commanding officer**. Unit commanding officers (parent command for units with officers in charge), office chiefs from HQ, division chiefs from areas, maintenance and logistics commands, districts and **the Coast Guard Academy** sign as **both** Supervisors and Reporting Officers for the OERs submitted on candidates assigned to their immediate staffs.
  - g. Do not complete section 12.
  - h. Do not assign numerical marks for performance dimensions. Forms with assigned marks will be returned for resubmission. No attachments to the OER are allowed. Attachments such as awards should be submitted directly to CGPC-adm-3 for inclusion in the HQ PDR.
3. Distribution of CG-5310. The original of CG-5310 will become part of the candidate's recommendation file which is forwarded directly to Commander, (CGPC-opm-1). The copy will be retained in the unit file for one year.
4. Correction of CG-5310. Changes to the form will not be permitted after submission except when an administrative error in preparation has been made (i.e., typing). Requests for changes due to administrative errors will be made by letter to Commander (CGPC-opm-1) explaining the error, the desired correction, and the reason. If the request for correction falls within 15 days of the convening date for the Board, the request should be made by message.

#### 1.D.7.c. Preparation of Candidate Resume

All primary and alternate candidates whose names appear on the Preboard Eligibility List shall submit a resume in Coast Guard letter form via the chain of command. **The “to” line shall read, “President, CWO Appointment Board.”** No enclosures to the resume (other than the OER) are permitted. The resume shall be submitted to "President, CWO Appointment Board", c/o Commander, (CGPC-opm-1). The resume must be submitted in the following format.

1. Limited to a maximum of two pages, single-sided, single-spaced, 12 point text.

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c. Headquarters, Area, MLC, and District:

3-year tours	CO, XO, and OPS; VTS duty; ICC; TACLET; ITD; Training Teams; Non-PHS O-1s and above at Groups; CG Academy Cadet Branch Chief and Company Officers; OCS Staff; CGPC Division Chiefs; CGPC-opm staff; CGPC-epm Branch Chief; Assignment Officers, and CAC Coordinators; O-2s, and OPBAT.
2-year tours	CG Academy Assistant Superintendent
18-month tours	First tour OCS O-1s and O-2s in staff jobs to rotate to an operational unit, as desired, during the normal summer rotation period.

d. Headquarters, Area, MLC, and District staffs:

3-year tours	G-CPA staff; G-CC staff; Chief Trial Judge (G-L-4); and Chief, G-CBU-2, O-2s (unless on post graduate/advanced training payback when it will be a four-year tour).
2-year tours	Area or district Chiefs of Staff, and Area or district Chiefs of Operations; MLC Deputy Commanders; Ethnic and Gender Policy Adviser, Executive Assistants to G-C, G-M, G-O, G-S, G-W; G-CC, G-CP, G-CQ, G-CX, G-CPA, G-CBU, G-MO, G-OP, G-OC, G-SL, G-SC, G-SE, and G-WR; Deputies to G-CCS, G-CI, G-A, G-H, G-WK, and G-WT.
18-month tours	First tour OCS O-1s and O-2s to rotate to an operational unit, as desired, during the normal summer rotation period.

e. Medical. Five-year tours: PHS CONUS clinical.

3. Duty outside a Coast Guard unit or staff (except as previously noted): Two years except:

5 years	Astronaut program
4 years	CG Motion Picture and TV Liaison.
3 years	Navy Flight School instructor; CG Liaison Officer - White House Communications Agency; CG Liaison Officer - Office of Secretary of Transportation (M-30).
DUINS	As noted in transfer orders.

4. Involuntary extension of tour lengths. Assignment tour lengths may be involuntarily extended if dictated by the needs of the Service. This policy applies only to those members who are currently serving INCONUS ashore and are candidates for another INCONUS ashore assignment. Commander, (CGPC-opm) is the approval authority for officers.

5. Unless assigned to a corresponding CONUS billet as listed above, the following tour lengths (in years) apply:

**OUTCONUS ASHORE TOUR LENGTHS FOR OFFICERS**

LOCATION	WITH DEPENDENTS	WITHOUT DEPENDENTS (1)
Alaska (Anchorage and Juneau)	4	4
Kenai	3	3
Sitka and Kodiak (non-ALPAT)	3	2
Kodiak (HH65 ALPAT)	2	2
All other locations	3	3
Bahamas	3	3
Guam	2	2
Hawaii		
Oahu	4	4
All other locations	3	3
Puerto Rico	3	2
Virgin Islands	2	2
Singapore and Japan	3	2

Note 1: The term “Without Dependents” applies to single members only. Members choosing to accept overseas orders without moving their dependents will complete an accompanied tour length.

**4.A.5.b. Enlisted Personnel**

1. The tour lengths which follow are targets, or goals, which can be met only under ideal conditions. Because it is necessary to transfer many members in certain arduous duty billets; e.g., LORAN stations, sea duty, etc., at the one, two, or three year points, it is difficult to ensure the completion of tours for members serving in non-arduous duty, which are three and four year assignments. The average of all stated tours contained herein is over three years. Because of the dynamic nature of the personnel system, taking into account separations, retirements, officer accessions, organizational change, and other Service requirements, the completion of any tour of duty as described may be precluded.
2. Members on their original enlistment will normally not be transferred from their first permanent duty station regardless of tour length unless:
  - a. The member has been assigned to a ship for two years; advanced to E-5; a minimum of one year remaining on active duty (upon assigned arrival date); and the assignment is recommended by the commanding officer, or
  - b. The member's assignment is necessary to fill independent duty billets or other urgent Service needs.



3. Commander (CGPC-epm) may grant up to a two-year extension, within the needs of the service, to rated enlisted members who request to extend their tour length after completing a normal tour at their current operating facility (OPFAC). Members must compete for tour extensions based on their assignment priority. Commander (CGPC-epm) may grant a second extension provided no other members request assignment to the same billet code number (BCN).
4. Involuntary extension of tour lengths. Assignment tour lengths may be involuntarily extended if dictated by the needs of the Service. This policy applies only to those members who are currently serving INCONUS ashore and are candidates for another INCONUS ashore assignment. Commander (CGPC-epm) is the approval authority for enlisted members.
5. A back-to-back tour is a full tour of duty at the same OPFAC. Commander (CGPC-epm) normally disapproves back-to-back tours of duty since they prevent other deserving members from competing for assignments. However, CGPC-epm may consider approving a back-to-back tour if an incumbent is the only member requesting a billet which traditionally has been difficult to fill.
6. Nonrated enlisted personnel. If at tour completion an individual appears to be within twelve months of striker designation or orders to "A" school, the tour length may be extended until the member is designated or departs to class "A" school. These extensions will minimize disruption to members and their families surrounding PCS moves.
7. **Overseas Elective Tour Lengths. Members ordered to overseas commands may request a one year increase to the established overseas tour length (Contained in the tour lengths for enlisted personnel tables) as follows:**
  - a. **Prior to assignment overseas. During initial assignment negotiations, CGPC assignment officers will provide members the option of electing a 1-year increase in tour length prior to PCS.**
  - b. **After assignment overseas. Members who do not elect a 1-year increase in tour length prior to departing PCS overseas, may request it within the first 12 months after reporting to the overseas command by submitting an Assignment Data Card (ADC), with endorsement, to CGPC. For example, a member who reports on 1 October 1999 must submit an ADC requesting the increase no later than 1 October 2000.**
  - c. **Members who elect a 1-year increase prior to departing PCS or within the first 12 months after reporting will not be allowed to change that election, unless service needs dictate otherwise.**
  - d. **Members desiring to increase their tour length at the overseas command, who do not elect a 1-year increase prior to departing PCS or within the first 12 months after reporting, must compete in the normal assignment process for tour extensions.**



**TOUR LENGTHS FOR ENLISTED PERSONNEL**

<b>CONUS ASHORE</b>	<b>WITH AND WITHOUT DEPENDENTS (NOTE 1)</b>			
	<b>E-1 thru E-4</b>	<b>E-5</b>	<b>E-6</b>	<b>E-7,E-8,E-9</b>
Executive Petty Officer (XPO) CG Liaisons FTG & ATG Little Creek Mayport Pearl Harbor San Diego	3/3 (All grades E-1 through E-9)			
LORAN Stations	3/3	3/3	4/4	4/4
MEPS	3/3 (All grades E-4 through E-9)			
NSF & Strike Teams	3/3	3/3	4/4	4/4
Recruit Regimental Duty TACLET, LEDET, HITRON-10 & ITD TRATEAMS (PAC & LANT) Norwegian Crewed Boats	3/3 (All grades E-1 through E-9)			
FT, GM, & RD Ratings	3/3	3/3	4/4	4/4
FS Ratings	3/3	3/3	3/3	4/4
All Others	4/4 (All grades E-1 through E-9)			

<b>CONUS SEMI-ISOLATED</b>	<b>WITH AND WITHOUT DEPENDENTS (NOTE 1)</b>			
	<b>E-1 thru E-4</b>	<b>E-5</b>	<b>E-6</b>	<b>E-7,E-8,E-9</b>
ANT Morgan City ANT Cape Hatteras ANT Port Mansfield ANT & STA Port O'Connor	3/3 (All grades E-1 through E-9)			
ANT & STA Venice	3/3 (All grades E-1 through E-9)			
AUXOP STA Apena AUXOP STA Sodus Group Cape Hatteras	3/3 (All grades E-1 through E-9)			
Light Station Boston	2/2 (All grades E-1 through E-9)			
LORSTA Malone LORSTA Nantucket LORSTA Raymondville MSO Morgan City Station Brant Point Station Grand Isle Station Hatteras Inlet Station Neah Bay <b>(Note 6)</b> Station Ocracoke Station Parramore Beach Station Port Aransas Station Port Isabel Station Quillayute River <b>(Note 6)</b>	3/3 (All grades E-1 through E-9)			



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OUTCONUS ASHORE	WITH AND WITHOUT DEPENDENTS (NOTE 1)			
	E-1 thru E-4	E-5	E-6	E-7,E-8,E-9
Alaska				
Anchorage & Juneau	4/4	4/4	4/4	4/4
Kenai	4/3	4/3	4/4	4/4
AIRSTA Kodiak	3/2	3/2	3/3	3/3
HH65 ALPAT				
AIRSTA DET Cordova	3/2	3/2	3/3	3/3
LORSTA Shoal Cove	2/1.5	2/1.5	2/1.5	2/1.5
LORSTA Tok	2/2	2/2	2/2	2/2
Isolated LORSTA'S	X/1	X/1	X/1	X/1
MSD Dutch Harbor	X/1	X/1	X/1	X/1
All Other Locations	3/2	3/2	3/3	3/3
Bahamas	2/2 (All grades E-1 through E-9)			
Cuba (GTMO)	2/2 (All grades E-1 through E-9)			
Europe	3/3 (All grades E-1 through E-9)			
Guam	2/2 (All grades E-1 through E-9)			
Hawaii				
Oahu	4/4	4/4	4/4	4/4
All Other Locations	3/3	3/3	3/3	3/3
Puerto Rico	3/2 (All grades E-1 through E-9)			
Samoa	2/2 (All grades E-1 through E-9)			
U.S. Virgin Islands (3)	2/1.5 (All grades E-1 through E-9)			

CONUS AFLOAT	WITH AND WITHOUT DEPENDENTS (NOTE 1)			
	E-1 thru E-4	E-5	E-6	E-7,E-8,E-9
WPB'S	2/2 (All grades E-1 through E-9)			
WLR	3/3	3/3	3/3	4/4 (OINC only)
All Others	3/3 (All grades E-1 through E-9)			

OUTCONUS AFLOAT (4)	WITH AND WITHOUT DEPENDENTS (NOTE 1)			
	E-1 thru E-4	E-5	E-6	E-7,E-8,E-9
Alaska:				
WPB'S (2)	2/2	2/2	2/2	2/2
Others (2)	3/2	3/2	3/3	3/3
Guam (2)	2/2 (All grades E-1 through E-9)			
Hawaii (2)	3/3 (All grades E-1 through E-9)			
Puerto Rico (3)	2/2 (All grades E-1 through E-9)			

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DESIGNATED SURF UNIT	SURFMAN/TRAINEE (NOTE 5)			
	E-4	E-5	E-6	E-7,E-8,E-9
STA Merrimac River STA Chatham STA Gloucester STA Fire Island STA Shinnecock STA Jones Beach STA Great Egg STA Barnegat Light	4/6 (All grades E-4 thru E-6) <sup>5</sup>			4
STA Hatteras STA Ocracoke (SM)	3/3 (All grades E-4 thru E-6) <sup>5</sup>			3
STA Oregon Inlet STA Humboldt Bay STA Noyo River STA Golden Gate STA Morro Bay STA Coquille (SM) STA Chetco River STA Depoe Bay (SM) STA Siuslaw (SM) STA Cape Disappointment STA Coos Bay STA Grays Harbor	4/6 (All grades E-4 thru E-6) <sup>5</sup>			4
STA Quillayute River	3/3 (All grades E-4 thru E-6) <sup>5</sup>			3
STA Tillamook Bay STA Umpqua River STA Yaquina Bay NMLBS Cape Disappointment	4/6 (All grades E-4 thru E-6) <sup>5</sup>			4

- Note 1: The term “Without Dependents” applies to single members only. Members choosing to accept overseas orders without moving their dependents will complete an accompanied tour length.
- Note 2: The normal tour of overseas duty for rated members assigned to ships will be three years, except WPB's which are two years, unless the ship is located in an area where the prescribed tour is less, in which case the lesser tour will apply.
- Note 3: Public schools in Port Ponce, Puerto Rico, are unsuitable for students who speak only English. Public schools in the Virgin Islands may be considered by Coast Guard members to be undesirable for dependents. Private schooling is available, but the costs are high and must be borne by the Service member. Members with school-aged dependents who desire assignment to these areas will have an entry placed on their PCS orders (CG-5131) acknowledging the financial and personal hardships that may result if they elect private education for their dependents.

Note 4: For travel entitlements in conjunction with Consecutive Overseas Travel (COT) of duty, refer to the Joint Federal Travel Regulations (JFTR), paragraph U7200.

- a. If an advancement creates an over-billet situation, members with one year or more at their present geographic station will be subject to transfer upon acceptance of advancement to pay grades E-7 through E-9. Every effort will be made to minimize the number of transfers upon advancement to E-7 through E-9. Other enlisted members who become excess to unit allowance through advancement may be subject to transfer out of the geographic area after two years on board, or at any time if a billet vacancy exists in the same geographic area. These personnel may be transferred earlier than two years at their request, or if Service needs mandate transfer. Due consideration will be given to special training provided at the unit.
- b. Personnel shortages elsewhere may require transfer of personnel prior to completing three years even though not in excess. Every effort will be made to ensure at least two years between transfers and to discuss the situation with the command prior to issuing any orders.
- c. Prescribed tours may be extended voluntarily or involuntarily based upon Service needs.
- d. Members with less than one year of obligated service remaining on a first enlistment will not normally be eligible for a PCS transfer, with the exception of transferring members from isolated and other OUTCONUS duty to process members for discharge.
- e. OUTCONUS. Additional guidance for transfers to and from OUTCONUS can be found in Chapter 4.G of this manual.

Note 5: Tour lengths for Surfman at Designated Surf Stations. Surfmen are assigned to surf stations in either a certified status or a trainee status. The tour lengths for each of these statuses are shown below:

- a. Tour lengths for certified Surfmen assigned to designated surf stations are 4-years, with the exception of Station Hatteras Inlet, Station Ocracoke, and Station Quillayute River, which are 3-year tours.
- b. Tour lengths for Surfmen trainees will be 2 years as a trainee and 4 years as a Surfman for a total of 6 years with the exception of Station Hatteras Inlet, Station Ocracoke, and Station Quillayute River, which are 3-year tours. Assignment Officers shall indicate on the members orders what status (certified or trainee) the member will be assuming and the member's tour length.

- c. Surfmen/trainees will remain for the full tour with the exception of personnel advanced to pay grade E-7 or above. Needs of the Service will determine whether personnel advanced to E-7 or above will complete a full tour.
- d. Members assigned as surfmen trainees who do not show satisfactory progress towards qualification will be subject to reassignment.

**Note 6:** **Screening Process.** **Members and dependents must be screened to determine their suitability for assignment to these remote locations. Use the command checklist for overseas screening contained in Article 4.H. to conduct this screening.**

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#### **4.A.6. Members' Availability for Unrestricted Assignments**

##### **4.A.6.a. Commandant's Policy**

It is a long-standing feature of military service and the Commandant's policy that all Coast Guard members be available for unrestricted duty assignment worldwide. To achieve this responsiveness level, each Coast Guard member must make and maintain suitable arrangements to care for dependents. In many cases, a non-military spouse provides adequate care. However, the number of single-parent families and married military couples with dependents is growing.

##### **4.A.6.b. Caring For Dependents**

Caring for children or other dependents (e.g., aged parents, invalids) without a spouse's assistance can be a difficult, demanding task. Duty responsibilities can make this task even more difficult for a single member sponsor or military couple. Because many Coast Guard assignments feature unusual or irregular working hours and calls to immediate duty remain an inevitable possibility, members often encounter difficulties in caring for dependents.

##### **4.A.6.c. Fair Implementation**

It is manifestly unfair to implement the Commandant's unrestricted duty assignment policy differently among Service members. If for any reason a member is not available for unrestricted assignment for an appreciable period, the usual solution is separation from the Service. When it appears the member can resolve the problem, the Commandant grants a reasonable time for the member to return to availability for full duty through a humanitarian assignment (For enlisted members refer to Article 4.B.11.)



## 4.B.4. Assignment Priority

### 4.B.4.a. Assignment Priorities Considered in Selecting Rated Personnel for Assignments

Assignment priorities are critical in the enlisted assignment process, particularly for arduous or hard-to-fill restricted, afloat and overseas duty assignments. Members who have completed full tours normally receive preference in their next assignment based on these priorities:

1	Members serving at overseas restricted units.
2	Members serving in overseas afloat units, onboard the Polar Class Icebreakers, and Loran Station Shoal Cove.
3	Members serving onboard INCONUS afloat units, LEDETs, HITRON-10, Flag Quarters Managers, Recruit Company Commanders, the International Training Division, <b>Coast Guard Recruiters</b> , and <b>personnel assigned to Stations Neah Bay and Quillayute River</b> .
4	Members serving at overseas ashore units, National Strike Force, Fleet and Afloat Training Groups, Atlantic and Pacific Area Training Teams, <b>UTB and MLB STANTEAMS, MLC Food Services Assistance and Training (FSAT) Team</b> .
5	Members serving at INCONUS ashore units.

### 4.B.4.b. Reassigning Members due to Billet Deletion, Unit Decommissioning or Advancement

1. Billet Deletion or Unit Decommissioning. If Service needs dictate an AO must issue PCS orders within one year after a member's reporting date due to billet deletion or unit decommissioning, the affected member may retain the assignment priority of their previous unit. However, overall Service needs will determine whether such members will be allowed to compete in the next assignment season or be transferred sooner to fill critical service vacancies.
2. Advancements. When assigning a newly-advanced member, Assignment Officers will follow 🖱 Article 4.C.3.e. guidelines regardless of assignment priorities.

### 4.B.4.c. Losing Assignment Priority

Members who do not have a current ADC on file will lose their assignment preference.

### 4.B.4.d. Assignment Priorities for Nonrates, Strikers, and Class "A" School Graduates

The above assignment priorities do not apply to Strikers, Class "A" School graduates, **or initial assignment of Nonrates**. Service Needs take precedence over all other factors in deciding these members' assignments and transfers.

**4.B.4.e. Assignment Priorities for Surfmen (SJ, SK or SM) at Designated Surf Stations**

Members serving as surfmen at a designated surf station that must maintain certified surfmen will receive an assignment priority of '3' after they have successfully completed two consecutive tours at those stations. Members are considered to have successfully completed a surf tour only after having been certified on at least one surf-capable boat (30' SRB, 44' MLB, 47' MLB, or 52' MLB) for two or more years.

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**4.B.5. Sea and Shore Duty**

**4.B.5.a. Ratio of Sea to Shore Duty**

The ratio of sea duty to shore duty billets in each rating largely determines the number of sea and isolated duty tours served compared to the number of shore duty tours served in a career. This ratio varies for each pay grade within each rating. Assignment officers will review previous assignment history and, consistent with Service needs, afford a fair share of sea duty and shore duty to each member.

**4.B.5.b. Sea Duty for Advancement**

Assignment Officers routinely will assign afloat members lacking the sea duty required to advance to the next pay grade as soon as Service needs permit.

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**4.B.6. Obligated Service for Assignment**

**4.B.6.a. INCONUS Reassignments**

Unless otherwise indicated, these obligated service (OBLISERV) requirements apply when service members transfer PCS to INCONUS duty stations:

1. AOs normally will not transfer Service members E-4 and above, including active duty Reservists, with fewer than six years of active duty unless they reenlist or extend to have enough obligated service for a full tour on reporting to a new unit. When Commander, (CGPC-epm-2) directs a member with less than one year of OBLISERV remaining to transfer, i.e., the member has elected not to obligate additional service, the member signs a statement he or she understands reassignment may be directed on reenlistment or extension for OBLISERV. Commander, (CGPC-epm-2) shall be advised immediately when the member re-enlists or extends. This OBLISERV policy has no effect on assignment preference, which is set by completing a prescribed tour of duty. ☛ Article 4.A.5. However, a member must comply with OBLISERV requirements before he or she will be permitted to execute his or her preferred assignment.
2. Personnel E-4 and above with over six years of active duty are considered to be in a career status. Unless otherwise indicated, they are required to have one year of OBLISERV remaining upon reporting to the new unit.

3. Members recommended for advancement under the striker program and on the striker eligibility list for advancement are required to have two years' obligated service remaining upon reporting to the new unit, unless otherwise directed.
4. Members with less than one year of obligated service remaining on a first enlistment will normally not be eligible for PCS transfer unless they are being transferred from an isolated or OUTCONUS assignment as necessary to be processed for discharge.
5. Personnel who have failed to obligate required service but who have executed orders may be redirected to a different duty station based on Service needs. Receiving commands should notify Commander (CGPC-epm-2) (and info the transferring command) when members report without sufficient OBLISERV.

#### **4.B.6.b. OUTCONUS Reassignments**

1. All personnel ordered to OUTCONUS duty stations shall obligate to complete the full tour as specified in Article 4.A.5. The tour commences on the reporting date.
2. Orders may be canceled after they have been issued if the member requests, in writing, that they be canceled on the basis that the member will not reenlist or extend to meet the OBLISERV requirement. If the member subsequently reenlists or extends, Commander, (CGPC-epm-2) must be notified immediately. In such cases, the member will be reassigned based on needs of the Service.

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### **4.B.7. Recalling and Assigning Retired and Reserve Members to Extended Active Duty Other Than Active Duty for Training**

#### **4.B.7.a. General**

Retired and reserve personnel may be called to active duty (other than ADT) at any time, with their consent, provided their services can be used. They may be recalled to extended active duty involuntarily only in time of war or national emergency or when otherwise authorized by law.

#### **4.B.7.b. Recalling Reserve Personnel to Active Duty**

1. Reserve enlisted personnel applying for active duty shall submit a Request for Extended Active Duty, CG-3472, to Commander (CGPC-epm) via official channels. The signed CG-3472 is required because it is the only document which will establish a legal relationship between the government and the enlisted member requesting active duty.
2. Members who have insufficient obligated service remaining in their current enlistment must re-enlist or execute an Agreement to Extend Enlistment, CG-3301B, to cover the period of extended active duty before

being called to active duty. (☛ Article 1.G.14). Physical examinations shall not be waived. In computing obligated service to meet requirements, the Reservist's active duty status is considered to begin the date he or she must commence travel to report to a designated station for active duty.

3. Appropriate entries shall be made in the Personnel Data Record (PDR) showing action taken on the request.
4. Reserve personnel who have requested extended active duty should normally expect to be ordered to active duty within 15 days from the date they were notified of their request was approved.

#### **4.B.7.c. Recalling Retired Personnel to Extended Active Duty**

The Commandant will direct those retired personnel selected for recall to active duty to report for a physical examination as directed by the district commander nearest their home. If found qualified for active duty, he or she will be assigned as directed by the Commandant. If found not qualified for active duty, **the recall to active duty assignment will be cancelled.**

#### **4.B.7.d. Endorsing Orders**

Endorsements to orders for retired and Reserve personnel shall specify:

1. Date orders were received (signed by member).
2. Date and hour member departed from the address indicated in the orders (signed by member).
3. Date and place of reporting for physical examination, and whether qualified or not qualified (signed by a medical officer of the U. S. Public Health Service or a medical officer of one of the Armed Services).
4. Date and place of reporting for assignment (signed by direction of the district commander). For members found physically not qualified, the endorsement also will specify place, date, and hour of departure for home, signed by the direction of the district commander, and the date and hour of arrival home signed by the member.

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#### **4.B.8. Restoring to Duty and Assigning Personnel Released from Correctional Centers**

Individuals released from confinement of six or more months due to court-martial will be assigned to the nearest Coast Guard unit if the Secretary's action on, or appellate review of, a punitive discharge is pending. If notified by the Commandant that the Secretary's action or appellate review has affirmed the discharge, it will be executed. If the discharge has been disapproved by such action or review and the

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## 4.D Assignment Policies for Nonrated Members

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### 4.D.1. General

#### 4.D.1.a. Assignments

The Enlisted Assignments Branch, Commander (CGPC-epm-2) will make assignments for all nonrated personnel.

#### 4.D.1.b. Issuance of Orders

Because of the fluid and steady nature of nonrate accessions and advancements, the nonrated assignment process does not lend itself to distinct phases found in the rated assignment system. Consequently, orders for nonrated personnel will be issued throughout the year.

#### 4.D.1.c Assignment Priorities

Assignment priorities do not apply to **initial assignment** of nonrates (☛ Article 4.B.4.) Needs of the Service take precedence over all other factors. **Generally, in determining service need, CGPC-epm shall assign nonrated personnel using the following prioritized categories of unit types:**

Category 1	All afloat units.
Category 2	Those ashore operational units where nonrates either deploy or stand duty (small boat stations, ANTs, LORAN Stations).
Category 3	Operational Support Units (Groups, Activities, MSOs).
Category 4	General Support Units (ISCs, Districts, COMMSTAs, Training Centers).

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### 4.D.2. Recruit Assignment Policy

#### 4.D.2.a. Initial Assignment

Upon successful completion of recruit training, or upon initial entry into the Service, nonrated members can expect assignment to various types of units located both INCONUS and OUTCONUS. Commander (CGPC-epm-2) assigns all nonrated members based on Service needs and the member's Assignment Data Card (ADC), Form CG-3698A. Recruits should list at least four desired districts on their ADC and Commander (CGPC-epm-2) will attempt to match their geographical desires with Service needs.

#### 4.D.2.b. Successful Completion of Recruit Training

Commander (CGPC-epm-2) is responsible for the distribution and assignment of all nonrated members who successfully complete recruit training. The needs of the Service will determine the types of units or billets that will be filled by each graduating company.

1. To meet seaman or seaman apprentice (SN/SA) and fireman or fireman apprentice (FN/FA) levels, Commander, (CGPC-epm-2) will designate approximately 30 percent of all members from each recruit graduating class as FAs. Recruits ordered to fill FN billets shall be designated as FAs upon graduation.
2. Training Center (TRACEN) Cape May will provide an ADC in accordance with instructions in the Personnel and Pay Procedures Manual, **HRSICINST M1000.2** (series) to Commander (CGPC-epm-2) not later than four weeks prior to recruit graduation. TRACEN will ensure that a unit POC is designated at the training center for recruits. Recruits are not authorized to contact their Assignment Officer (AO).
3. For members entering the Service from the open rate list, recruiting offices will fax an ADC or E-mail the member's ADC, to Commander (CGPC-epm-2). The Recruiter in Charge will act as the member's POC. Prospective members are not authorized to call their AO.
4. Members who, upon enlistment in the Coast Guard, are guaranteed a geographic district will be assigned to that district upon successful completion of recruit training. Members who have a guaranteed district, but desire a different district may waive their guarantee by signing the following statement on an Administrative Remarks, CG-3307:
 

I hereby waive my guaranteed district as shown on my Enlistment Contract, CG-3301. I understand this will enable me to select orders in conjunction with normal recruit order selection procedures. I fully understand this cancellation of my guaranteed assignment is final.
5. Members who, upon enlistment in the Coast Guard, are guaranteed a Class "A" School will be assigned to the appropriate training center awaiting training upon successful completion of recruit training. The actual location of the assignment depends on both Service need and on the length of time between the recruit's graduation and the convening date of his or her guaranteed school.
6. Only nonrated members who possess normal color vision will be assigned to small boat stations.
7. In those cases when a recruit is reverted, TRACEN will notify Commander (CGPC-epm-2) to determine if a delay in reporting or cancellation of orders is warranted. When recruit orders are canceled, the unit to which that recruit was ordered will receive a replacement from the next graduating recruit company.

8. Units receiving recruits will comply with the sponsor responsibilities outlined in ☛ Article 4.A.15.
9. Advance notice of transfers does not apply to recruits (☛ Article 4.B.2).

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#### **4.D.3 Nonrated Tours of Duty**

Nonrate tours of duty shall be as per ☛ Article 4.A.5.b.

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#### **4.D.4. Communications Between Nonrated Members and Assignment Officers**

##### **4.D.4.a. Assignment Data Card (ADC)**

The Assignment Data Card (CG HRSIC-2002) is the primary method by which members communicate their assignment desires to Commander, (CGPC-epm-2). Commands will ensure each member submits an ADC in accordance with instructions in the ☛ Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series). It is very important that each member maintains a current ADC on file with Commander, (CGPC-epm-2). Members should submit a new ADC anytime to communicate new or changed information. Accurate and timely submission of this data provides Commander, (CGPC-epm-2) with important information when considering assignments.

1. Nonrated members should submit an ADC upon advancement to E-3 to ensure all personal data is updated. In addition, members should specifically note their career intentions, including "A" School or striking intentions, etc., on the ADC.
2. Nonrated members must submit an ADC within six months of their normal tour completion date if OUTCONUS and within four months if INCONUS. This ADC serves primarily to communicate the member's next desired assignment or type of duty.
3. Command endorsements on ADCs are critical to the efficient, effective reassignment of our personnel. Individual qualities and traits should be addressed in command endorsements in order to provide the AO with a larger perspective of assignment issues particular to the member.

##### **4.D.4.b. Telephone Calls**

Telephone calls from nonrated members directly to AOs are prohibited. In most cases, a nonrated member's questions or concerns can be adequately addressed at the unit POC level. ☛ Article 4.C.2.f.

##### **4.D.4.c. Other Communication Methods**

☛ Article 4.C.2.



**4.E.8.c. Submitting Requests**

Members desiring assignment to duty as a BC or CC should submit an Assignment Data Card, **CG HRSIC-2002, in accordance with instructions in the Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)**. The required commanding officer's endorsement should include the following information:

1. A definite recommendation.
2. Comments on any pronounced accent or speech defects.
3. Comments on the member's ability to lead and train junior personnel.
4. Comments on the member's performance.
5. Marital status and number of dependents.

**4.E.8.d. Interview**

1. When a member requests assignment to BC or CC duty, his or her commanding officer shall interview the member to determine if the candidate is fully qualified as described in this article.
2. Once Commander, (CGPC-epm) has screened a member as meeting the profile desired for such assignment, the member will normally be issued TAD orders to Training Center Cape May for assessment. When the member is being considered for assignment to CC duty upon rotation from a remote area, the assessment may be conducted at another location as determined by the Training Center staff.
3. Commanding Officer, Training Center Cape May shall designate appropriate personnel to coordinate with Commander, (CGPC-epm) to assess each application. The assessment results will be used to determine if the applicant possesses the high standards of personal conduct, moral integrity, and professional skills necessary to serve as a role model for recruit trainees. The assessment process will include, at a minimum, a psychological screening test, physical fitness assessment, personal interview, and the member's brief (five minute) oral presentation. The Training Center staff will make recommendations for assignment to Commander, (CGPC-epm) based on the results of the assessment.
4. Training Center Cape May will provide funding to cover the TAD costs associated with the assessment.

**4.E.8.e. Training**

Members selected for CC duty will receive formal training at the Training Center Cape May CC School upon reporting for PCS assignment.

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## 4.E.9. Special Agent

### 4.E.9.a. Coast Guard Investigative Service (CGIS)

Coast Guard Investigative Service (CGIS) is comprised of carefully selected, professionally trained and educated Special Agents who assist Coast Guard commands in maintaining internal security, integrity, and good order and discipline. In addition, Special Agents conduct investigations external to the Coast Guard, addressing issues such as drug and alien smuggling, environmental crimes, and crimes against the government in general. Special Agents also conduct background investigations and national agency checks to ensure the national security and the security of the Coast Guard. Special agents receive their initial training at Federal Law Enforcement Training Center, Glynco, GA, and receive further training at various colleges, institutions, and schools. **Applicants are carefully screened and evaluated at their local command as well as by the Regional CGIS office. The final selection is made by the Director, Coast Guard Investigative Service based on all information available regarding the applicants. The selections are on a “best qualified” basis. The following qualifications are the minimum qualifications to be eligible for Special Agent duty.** The initial tour of duty is four years, with subsequent assignments dependent upon program and Service needs; however, there is no guarantee of subsequent assignments.

### 4.E.9.b. Minimum Qualifications

1. Be in pay grade E-6 or higher.
2. Have completed a minimum of one year of college (30 credit hours), verified by college transcript. **A waiver to this requirement will be considered if special circumstances warrant a waiver.**
3. Be serving on active duty in the regular Coast Guard with at least six years active military service, two of which must be Coast Guard service, before selection for training. Before transferring for training, members must agree to reenlist or voluntarily extend for a period of at least four years from the convening date of the class.
4. Be at least 21 years old.
5. Have completed at least one year of sea duty. Commander, (CGPC-epm) may waive this requirement.
6. Be a United States citizen.
7. Have no record of mental illness, alcoholism, or offenses involving moral turpitude.

8. Possess a valid state motor vehicle operator's license.
9. On application be in excellent physical condition.
- 10. Be eligible for a Top Secret Security Clearance and maintain eligibility throughout assignment to CGIS.**

**4.E.9.c. Submitting Requests**

Prior to 1 July each year, Commander (CGPC-epm-2), in coordination with CGIS, will solicit applications by ALCGENL message for the upcoming SPEAR season. This message will contain submission criteria.

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**4.E.10. Intelligence Duties**

**4.E.10.a. Intelligence Team**

Intelligence Team (Analyst and Watchstander): The Coast Guard Intelligence Program needs experienced, trained members in many billets. Members selected for these HK-designated Intelligence Specialists billets must be able to perform a number of duties, including composing detailed intelligence documents; assisting in intelligence analysis; assessing, preparing and presenting briefs; familiarity with and interacting with members of the National Intelligence Community; and using various clerical and computer skills in preparing intelligence products.

**4.E.10.b. Additional Qualifications**

In addition to the minimum standards outlined in Article 4.E.2.a, to qualify for an HK-designated billet, a member should:

1. Have completed at least one year's Coast Guard service on active duty or in the Selected Reserve at any of the following Coast Guard intelligence activities:
  - a. Commandant (G-OCI)
  - b. Area (Ai/Pi)
  - c. District (ole), when assigned to operational intelligence duties as determined by Commandant (G-OCI)
  - d. Intelligence Coordination Center (ICC)
  - e. Joint Task Force (JTF) Fusion Center or J2
  - f. Law Enforcement Support (LESUP) Team Miami

- g. Pacific Intelligence Team (PIT)
  - h. C3I Centers East and West, when assigned to intelligence duties
  - i. El Paso Intelligence Center (EPIC)
- 2. Or have completed one of these courses:
  - a. USCG Basic Intelligence Course, Reserve Training Center, Yorktown, VA
  - b. Joint Military Intelligence Course, Defense Intelligence College, Washington, DC
  - c. Appropriate course at the Navy and Marine Corps Intelligence Training Center, Dam Neck, VA
  - d. Equivalent training as approved by Commandant (G-OCI)
- 3. Be eligible for a Top Secret security clearance.

**4.E.10.c. Assignment**

Although there is no intelligence rating, enlisted members E-6 and above with more than 10 years of service may request consecutive assignments to intelligence duty. Commander, (CGPC-epm-2) controls intelligence duty assignments.

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**4.E.11. Ceremonial Honor Guard**

**4.E.11.a. General**

Located at the Telecommunication and Information Systems Command (TISCOM) in Alexandria, VA, the U. S. Coast Guard Ceremonial Honor Guard is the official Coast Guard representative at various Armed Forces events and functions. In

**4.H.1.e. Glossary of Terms**

☛ Exhibit 4.G.1. contains definitions of terms used in this article.

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**4.H.2. Determining Members' and Dependents' Suitability for Overseas Duty**

1. Within ten days after receiving authority to transfer a member to overseas duty, his or her commanding officer must interview the member and spouse to determine their and any dependents' suitability for overseas duty.
2. Use the Command Checklist for Overseas Screening (☛ Exhibit 4.H.2.) for the interview.
  - a. Ensure a copy of the Command Checklist for Overseas Screening (☛ Exhibit 4.H.2.) and the Financial Assessment Checklist (☛ Exhibit 4.H.2.a.) is provided to the member.
  - b. In determining suitability, the commanding officer shall ascertain whether the member or dependents possess character traits which reflect favorably on the United States and any medical, moral, financial, or physical attributes which would preclude their conducting themselves as worthy representatives of the United States abroad. Besides reviewing the members' Personnel Data Record, the commanding officer must ascertain the members' and dependents' medical fitness.
  - c. **In the case of members assigned PCS to a service school**, the training school command is responsible for reviewing members' training records and interviewing them **and their dependents** to determine their overall suitability for overseas duty.
  - d. Commanding officers are to ensure a copy of the completed Checklist for Overseas Screening is faxed to the commanding officer of the receiving unit and the command responsible for entry approval, within 5 days after completion of the overseas interview process.
  - e. Overseas Orders for Cape May Recruits. Training Center Cape May will make every attempt to forward the Checklist for Overseas Screening, along with the entry approval message, to the appropriate entry approval source no later than 10 days prior to the departure of Cape May recruits who are assigned to overseas billets. However, due to the nature of recruit assignments and processing, it may be difficult to meet the 10 days prior to departure requirement on a consistent basis. In these cases, Training Center Cape May will forward the Checklist for Overseas Screening, along with the entry approval message, to the appropriate entry approval source

prior to the departure of Cape May recruits who are assigned to overseas billets.

- f. At the commanding officer's request, a chaplain also may assist in determining overseas suitability.

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### **4.H.3. Suitability Decision Factors**

#### **4.H.3.a. Medical**

Any service member's or dependent's documented medical problem that would preclude assignment to overseas duty or which assignment overseas would complicate to the extent medical evaluation or early return would be necessary is considered disqualifying. If only dependents are disqualified for medical reasons, urgent Service needs may require the member to serve an unaccompanied tour.

#### **4.H.3.b. Dental**

Normally, dental conditions do not preclude overseas assignment. Members ordered to isolated overseas stations with limited dental facilities should have no dental defects likely to require extensive, prolonged treatment. Only in extreme cases where members are unable to perform assigned duties due to dental conditions will they be considered unsuitable for overseas duty. Dependents' dental problems do not usually disqualify a member in determining suitability for overseas transfer to activities where dental facilities exist. The commanding officer may request a dental screening examination from the nearest dental facility in determining if a dependent's dental condition is disqualifying. However, if dependent dental problems disqualify a member for transfer to an overseas area, urgent Service needs may require the member to serve an unaccompanied tour. Dependents who will accompany members transferring to activities where routine dependent care is authorized should not postpone needed dental care in anticipation of having the new duty station meet all their dental needs. Providers of routine dependent care at activities where routine dependent care is authorized will attempt to meet dependents' urgent dental requirements, but must give priority to Service needs to ensure the highest state of personnel readiness.

#### **4.H.3.c. Alcohol**

Members with a documented history of unresolved alcohol abuse will be considered unsuitable for overseas duty. Members who successfully completed an alcohol rehabilitation program and have experienced no alcohol involvement for one year after completing the program are judged suitable for overseas duty. Members who complete alcohol rehabilitation while assigned overseas may return to their permanent OUTCONUS unit unless the rehabilitation facility indicates such return would jeopardize full recovery.

#### 4.H.8.c. **Extending Overseas Tours**

Members may request extensions of overseas tours as prescribed here. Forwarding endorsements must indicate that the member **still meets the qualifications to remain overseas** (See Article 4.H.3.) Extensions will be granted only in cases deemed to be in the Service's best interests. Submit requests for extensions on an Assignment Data Card (ADC), CG-3698A.

#### 4.H.8.d. **Transferring from one Overseas Unit to Another Overseas Unit**

1. Overseas unit in same geographical location. An overseas screening does not need to be completed when a member is transferred to a unit within the same geographical area, i.e., ISC Kodiak to AIRSTA Kodiak.
2. Overseas unit not within the same geographical location. Overseas screening should be completed when a member is transferred from one overseas command to another overseas command not within the same geographical area, i.e., ISC Kodiak to ISC Ketchikan.

#### 4.H.8.e. **Overseas Tour Lengths When Marital Status Changes**

1. Personnel who marry while overseas may request that their tour length be increased to the "with dependent" tour length unless needs of the Service dictates otherwise. If the member requests and receives command sponsorship for their newly acquired dependent, then their tour length will be increased to the "with dependent" tour length. Commands must notify Commander (CGPC-opm) for officers and CGPC-epm for enlisted personnel when they grant command sponsorship for a newly acquired dependent. Upon notification, CGPC will adjust the member's tour length to the "with dependent" tour length.
2. Personnel who were stationed overseas when married and their marital status changes (i.e., divorce) will keep their "with dependents" tour length. However, upon tour completion, if the member is transferred to another overseas command, then the member can elect a "without dependent" tour length if it is applicable to the new assignment.
3. Personnel who marry en route to the new duty station:
  - a. Effective date of orders and travel and transportation entitlements are calculated in accordance with Appendix A, Joint Federal Travel Regulations.
  - b. Dependent(s), desiring to accompany the member, must complete the overseas screening process and receive entry approval from the overseas command.

c. Tour lengths.

- (1) Personnel who marry en route will have their tour length adjusted to the “with dependent” tour length if dependents receive command sponsorship/entry approval and accompany the member to the new overseas duty station.
- (2) Personnel who marry en route will keep their “without dependent” tour length if dependents do not receive command sponsorship/entry approval and do not accompany the member to the new overseas duty station. If command sponsorship/entry approval is granted at a later date, then the member’s tour length will be adjusted to the “with dependents” tour length.

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#### **4.H.9. Moving Dependents and Household Goods Outside CONUS**

##### **4.H.9.a. Entry of Dependents and Household Goods**

The transferring command initiates requests for entry of dependents and shipment of household goods. Exhibit 4.H.3. lists areas outside CONUS which do and do not require entry approval for dependent travel and shipment of household goods and privately owned vehicles.

##### **4.H.9.b. Command Sponsorship of Dependents**

“Command Sponsorship” includes both authorized entry (permission granted before travel) and approval of dependents (after-the-fact confirmation of authority to be present in the area) and may entitle the member to dependent transportation to and/or from the overseas area and any station allowance which may be payable for the area. Command sponsorship should not be effective until the receiving command (command granting entry approval) has an opportunity to submit a list of questions covering specific topics it knows from experience are typical or recurring problem areas. (Sample message Exhibit 4.H.1.) The transferring command then must ask the member and his or her family those questions. Once the transfer is complete, the receiving command may provide feedback to the transferring command on the adequacy of the overseas screening the transferring command conducted.

1. Request for entry approval must be sent no later than 6 weeks prior to the member’s departure from the transferring command. Ten days notification is sufficient for nonrated personnel graduating from recruit training.
2. A member who does not have 12 months remaining in his or her tour of duty shall not be granted command sponsorship and is NOT entitled to station allowances and dependent travel. The member becomes eligible for dependent travel only on his or her next PCS assignment and then only for the port of entry to the new duty station.



**Exhibit 4.H.1. SAMPLE MESSAGE ON OVERSEAS TRANSFER**

FM COGARD RECEIVING COMMAND  
TO COGARD TRANSFERRING COMMAND  
INFO COMCOGARD PERSCOM WASHINGTON DC//EPM-2//  
SUBJ MKI R. U. READY (last 4 of SSN only) 6789, USCG  
A. HQ ETO XX-XX  
B. COMDTINST MI000.6A, CHAPTER 4.H

1. REF A ORDERED SNM TO DUTY AT LORSTA OVERSEAS. REF B REQUIRES AN INTERVIEW AND SCREENING TO DETERMINE MBR'S AND DEPNS' SUITABILITY FOR OVERSEAS DUTY. THIS COMMAND AND SUBORDINATE UNITS HAVE EXPERIENCED SIGNIFICANT, COSTLY ADVERSE IMPACT ON NUMEROUS OCCASIONS WHEN MEMBERS AND/OR DEPNS WERE NOT PROPERLY SCREENED BEFORE OVERSEAS ASSIGNMENT. THIS MSG PROVIDES SUPPLEMENTARY INFO FOR SCREENING OFFICIALS TO USE TO ASSIST IN DETERMINING SUITABILITY.
2. ALTHOUGH LORSTA OVERSEAS IS RESTRICTED DUTY, DEPNS OR FAMILY SITUATIONS MUST BE CONSIDERED IN DETERMINING SUITABILITY. CONDITIONS THE MEMBER'S PROLONGED ABSENCE MAY AGGRAVATE; E.G., DEPNS' HEALTH OR FINANCIAL HARDSHIP, MAY ADVERSELY AFFECT THE MBR'S PERFORMANCE AND MAY PRECLUDE AN ISOLATED ASSIGNMENT AT THIS TIME.
3. STRONGLY RECOMMEND THAT THE SCREENING OFFICIAL BE AN OFFICER WITH OVERSEAS OR FOREIGN EXPERIENCE OR THE SCREENING OFFICIAL CONSULT SOMEONE WITH SUCH EXPERIENCE. IF MARRIED, REQUIRE THAT THE MEMBER AND SPOUSE BE INTERVIEWED TOGETHER. BRIEF SPOUSE ON CG FAMILY ADVOCACY PROGRAM, HOW TO CONTACT THE COAST GUARD OMBUDSMAN, RED CROSS, AND HOW TO HANDLE FUNDS.
4. ADDITIONAL INFO ON SUITABILITY FACTORS TO SUPPLEMENT REF B.
  - A. MEDICAL. LOCAL HEALTH CARE FACILITIES ARE PRIMITIVE; ROUTINE MEDICAL CARE INVOLVES AT LEAST 3 DAYS' TVL/TAD. CONDITIONS REQUIRING ADVANCED OR FREQUENT CARE ARE DISQUALIFYING FACTORS. RECOMMEND RELAYING THIS INFORMATION TO MEDICAL FACILITY PERFORMING THE OVERSEAS PHYSICAL. A SUBSTITUTE OVERSEAS PHYSICAL IS NOT ACCEPTABLE FOR PERSONNEL ASSIGNED TO LORSTA OVERSEAS. ENSURE HIV TESTING IS COMPLETED WITHIN THE LAST 6 MONTHS AS REQUIRED BY DOD AREA COMMANDER.

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- B. DENTAL. SAME AS MEDICAL. ENSURE DUPLICATE DENTAL PANORAL RADIOGRAPH IS ON FILE WITH DEFENSE MANPOWER DATA CENTER.
  - C. ALCOHOL. NO ENGLISH-SPEAKING ALCOHOLICS ANONYMOUS GROUPS ARE AVAILABLE. RECOMMEND ONLY RECOVERING ALCOHOLICS WITH MULTI-YEAR HISTORY OF SOBRIETY FOR OVERSEAS ASSIGNMENT.
  - D. STABILITY AND MATURITY. LORSTA OVERSEAS CAN IMPOSE HIGH STRESS DUE TO ISOLATION, WEATHER, SECURITY ENVIRONMENT, AND CULTURAL DIFFERENCES. IMMATURE PERSONS MAY EXPERIENCE DIFFICULTY IN ADJUSTING TO LIFE AT THIS STATION.
  - E. A PASSPORT IS NOT NECESSARY FOR MBR'S ENTRY, NOR FOR TVL IN/FROM NATO COUNTRIES. A BLUE TOURIST PASSPORT IS REQUIRED FOR TRAVEL IN NON-NATO COUNTRIES AND IS RECOMMENDED FOR SECURITY AND CONVENIENCE FOR ALL TRAVEL. THE COST OF A PASSPORT IS NOT NOW A REIMBURSABLE EXPENSE.
  - F. RECOMMEND MEMBER OBTAIN A U.S. PHONE CARD BEFORE DEPARTING CONUS TO SAVE APPROXIMATELY 30 PERCENT COMPARED TO EUROPEAN RATES FOR CALLS TO CONUS.
  - G. SECURITY CLEARANCE. IF THE LAST NAC IS MORE THAN 10 YEARS OLD, INITIATE PAPERWORK FOR AN UPDATE AS APPROPRIATE. MEMBER WILL REQUIRE A SECRET CLEARANCE.
  - H. HHG. ENSURE MEMBER IS FAMILIAR WITH DOD PAMPHLET "IT'S YOUR MOVE" AND WITH INFORMATION ON HHG AND UNACCOMPANIED BAGGAGE (UB) BEFORE DEPARTING.
  - I. DIRECT DEPOSIT. DIRECT DEPOSIT TO ENSURE RECEIVING PAYCHECK PROMPTLY IS HIGHLY RECOMMENDED DUE TO EXCESSIVE TRANSIT TIME FOR STATESIDE MAIL.
  - J. GOVERNMENT TRAVEL CHARGE CARD. ENSURE ALL MBR'S WITH DEPENDENTS (E-2 AND ABOVE) ARE ENROLLED AND POSSESS A VALID CHARGE CARD TO OFFSET DELAYS IN RECEIVING REIMBURSEMENT FOR INITIAL EXPENSES COVERED BY TEMPORARY LODGING ALLOWANCE (TLA) ENTITLEMENT.**
5. IF MBR AND DEPNS SCREEN SUCCESSFULLY, REQUEST MBR'S ENTRY APPROVAL FROM COGARD RECEIVING COMMAND. ENTRY REQ MUST CONTAIN THIS DATA:

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- A. HIV TEST DATE.
  - B. DATE HIV TEST RESULTS FWD TO REPORTABLE DISEASE DATA BASE.
  - C. DATE DUPLICATE DENTAL PANORAL RADIOGRAPH FWD TO DEFENSE MANPOWER DATA CENTER.
  - D. HAS MBR HAD ANY ALCOHOL-RELATED INCIDENTS? IF SO, PROVIDE DETAILS VIA FOUO AUTODIN MSG.
  - E. DATE OF MBR'S LAST WEIGH-IN. IF NOT IN COMPLIANCE, EXPLAIN.
  - F. DATE OF LAST NAC OR BI. IF OVER 10 YRS, INDICATE DATE UPDATE WAS INITIATED AND INCLUDE COPY OF UPDATE PAPERWORK IN PDR.
  - G. IF APPLICABLE, DATE OF DEERS CHECK AND DATE DEPENDENCY EXPIRES.
  - H. DOES MBR HOLD VALID DRIVER'S LICENSE? IF NO, STATEMENT THAT MBR WILL OBTAIN ONE BEFORE TRANSFER.
  - I. DATE MBR COUNSELED ON HHG/UB/STORAGE.
  - J. ANTICIPATED DETACH DATE AND EST ARRIVAL DATE.
  - K. AMOUNT OF CASH/TVL CHECKS MBR WILL CARRY TO COVER DELAYS AND INITIAL EXPENSES. RECOMMEND AT LEAST \$1000.
  - L. IF MARRIED, STATE IF SPOUSE HAS BEEN COUNSELED ABOUT CO-RESPONSIBILITIES DURING UNACCOMPANIED ASSIGNMENT.
6. LORSTA OVERSEAS WILL PROVIDE SPONSOR FOR SNM.
7. ADVISE WITHIN 10 DAYS OF ALL CLASS C TRNG AND QUAL CODES MBR WILL COMPLETE BEFORE DEPARTING.
8. COMMAND IS REMINDED TO EFFECT TRANSFER AT MOST COST-EFFICIENT MEANS TO THE GOVT.



**Exhibit 4.H.2. COMMAND CHECKLIST FOR OVERSEAS SCREENING**

**Instructions for Checklist:** This checklist is to be placed in the member's personnel record as a page seven (page 6 of this checklist). **A COPY OF THE COMPLETED CHECKLIST IS TO BE SENT TO THE RECEIVING COMMAND.** This checklist consists of two parts. Part one is filled out by the member and spouse (if applicable). Part two is filled out by the unit. Part one should be given to the member upon receipt of orders. Ten days after receipt of orders, the member and spouse must fill out applicable sections and then meet with the command designated representative to discuss overseas assignment issues.

**PART ONE – MEMBER AND SPOUSE (if applicable). This checklist must be filled out by both the member and spouse (if applicable).**

Assignments overseas can be a rewarding opportunity for the whole family. However, they can impose special hardships in language, culture and availability of some services taken for granted in the United States. Outconus assignments typically result in limited community services and high costs to the members. Because of the expense to the government and the member's and family's significant effort and commitment in preparing for an overseas assignment, careful screening is required to identify possible problems before a member is transferred overseas.

**You and your spouse (if applicable) are required to fill out the below questionnaire.** Failure to provide truthful responses may result in disciplinary action for the member under the UCMJ and may also prevent the family from accompanying the member to the new overseas assignment.

	Member	Spouse (if applicable)
<b>Name (First, MI, Last)</b>		
<b>Rank</b>		
<b>Unit</b>		
<b>Work Phone Number</b>		
<b>Home Phone Number</b>		

**CHILDREN**

AGE	GENDER	AGE	GENDER

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Please place your initials (member and spouse (if applicable)) in the appropriate box (YES or NO) when responding to the below questions. If a question is not applicable then enter N/A under the NO block. Provide amplifying information in the remarks section for questions answered YES.

		YES	NO
1.	Are you a single parent or married to another service member? Have dependent care requirements been met in accordance with Article 4.A.6, Personnel Manual?		
2.	Have you ever had an Early Return of Dependents from a previous overseas assignment or a Humanitarian Assignment? If yes, have the reasons for the early return or humanitarian assignment been resolved? Explain in remarks section.		
3.	Do you, your spouse, or any dependent(s) have knowledge of any on-going medical, dental, psychological, physical, or educational problem(s) or treatment the medical examination or screening did not address? If YES, you and your spouse/dependent(s) must return to the medical screening authority to include these problems in the screening.		
4.	Are you aware of the climate and isolation constraints (darkness, cold, etc.) at the proposed duty station?		
5.	a. Are you aware of the housing availability and constraints on pets, vehicles, household goods? b. Have you been counseled on overseas pay, allowances and travel and household goods entitlements?		
6.	Have you, your spouse or any dependent(s) previously been reassigned before normal tour completion due to individual unsuitability? If YES, does the reason for previous reassignment still exist? (Explain in "Remarks" section.)		
7.	a. Have you completed the Financial Assessment Check-list (Exhibit 4.H.2.a., Personnel Manual) to determine the financial impact of an overseas assignment? b. Based on your assessment, do you consider yourself financially stable to transfer overseas? <b>c. Are you currently enrolled in the Government Travel Charge Card Program?</b> <b>Note: If no, all members (E-2) and above) with dependents must possess a Government Travel Charge Card prior to reporting OCONUS in order to offset delay in reimbursement of initial Temporary Lodging Allowance Expense entitlements.</b>		
8.	Do you or your spouse have serious problems of indebtedness, credit loss or other financial problems which have not been resolved with the creditor(s) or interested parties?		
9.	Have you, your spouse, or dependent(s) been convicted for any civilian felonies or misdemeanors within the last 24 months (include pre-service time); e.g., crimes of violence, larceny, driving under the influence of alcohol, and/or assault?		

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		YES	NO
10.	Do you, your spouse, or dependent(s) have a record of any involvement with illegal drugs, record of unresolved alcohol abuse or chemical dependency within the past 24 months?		
11.	Have you, your spouse, and/or dependent(s) been treated for alcohol abuse and/or chemical dependency within the last six months? (Include pre-service time.)		
12.	Do you have a spouse or dependent(s) with long-term special medical, dental, psychological, or physical needs and/or is enrolled in special education?		
13.	Do you or a family member have specialty or recurring medical needs, prescriptions, etc., that may not be readily available overseas? If yes, explain.		
14.	Have you, your spouse, or dependent(s) had any family violence incident(s) within or outside of family in past two years?		
15.	Was your spouse previously a member of the armed forces? If so, what was the character of separation? (Explain in "Remarks" section if other than honorable.)		
16.	Do you or your spouse have legal custody of other dependents (parents, siblings) and are they residing in the home with or without special needs?		
17.	Are any of the member's dependents covered in a custody agreement? If "NO," go to question 18.		
	a. Does the agreement prevent removal of dependents from CONUS without prior court approval or agreement between the interested parties? If NO," go to question 18.		
	b. Have you obtained prior court approval or requisite agreement from other interested party to remove dependents from CONUS if required by state law?		
18.	Do school aged children have any special educational needs?		
19.	Have you contacted your new overseas command to discuss items such as housing, schools, job opportunities for your spouse, etc.?		
20.	Have you listed any additional questions or concerns that you may have in the remarks block?		
21.	Do you and your spouse possess a valid state driver's license?		

A check in any "YES" box to these questions may disqualify you for overseas assignment depending on (a) the reason for the "YES" and (b) the nature of the overseas assignment.

Remarks:

**PART TWO- UNIT REVIEW**

Schedule a meeting with the member and spouse to discuss the overseas screening process. Prior to meeting with the member and spouse research the below: (1) complete a local record's check to determine if any disqualify factors are contained in the member's record and (2) (if applicable), research the following:

		YES	NO
1.	Complete a local record's check. a. Is there evidence of any family problems (i.e., early return of dependents, HUMS, etc.) that have not been resolved?		
	b. Is there any evidence of financial irresponsibility?		
	<b>c. Is member currently enrolled in the Government Travel Charge Card Program?</b> <b>Note: If no, all members (E-2 and above) with dependents must possess a Government Travel Charge Card prior to reporting OCONUS in order to offset delay in reimbursement of initial Temporary Lodging Allowance entitlements.</b>		
	c. Is there any evidence of or has the member been treated for alcohol abuse or chemical dependency?		
	d. Is there evidence of unsatisfactory or marginal performance? Does the member have less than a 4.0 overall evaluation average?		
2.	(Single sponsors of dependents or military couples with dependents). Have dependent care requirements been met in accordance with Article 4.A.6., COMDTINST M1000.6A.  NOTE: While the unique situation of a single sponsor with dependents is not in itself disqualifying, point out this fact when submitting message certification of screening per COMDINST M1000.6A.		
3.	Does the member have a record of military offenses within the last 24 months which would preclude overseas assignment; e.g., two or more NJPs, several minor unexcused absences, a lengthy unauthorized absence? (One-time major offenses in the current enlistment are considered disqualifying as well.)		
4.	Are all eligible dependents enrolled in DEERS?		
5.	If member is being assigned a <u>consecutive overseas tour</u> does he or she have less than a 4.0 overall evaluation average during current overseas tour?		
6.	Does the member have a spouse or dependent(s) with long-term special medical, dental, psychological, or physical needs and/or is enrolled in special education?  If "YES" the member must be screened by the Coast Guard's Special Needs Program. Ensure that a Coast Guard Special Needs Enrollment Form is submitted with relevant documentation.  NOTE: Command must contact the Regional Area Family Program Administrator (FPA) to determine status of member's enrollment for questions 5, 6 and 7.		
7.	Has the member, spouse, or dependent(s) had any family violence incident(s) within or outside of family in past two years?		



2. The Secretary shall establish promotion zones from which officers will be selected for promotion to the grade of rear admiral (lower half) as the needs of the Service require (14 U.S.C. 256).

**5.A.4.d. Selection Boards**

Selection boards to recommend officers for promotion to the next higher grade shall be convened as described in Chapter 14.A.

**5.A.4.e. Communicating with the Selection Board**

1. Each officer eligible for consideration by a selection board may communicate with the board **through the officer's chain of command** by letter arriving by the date the board convenes, inviting attention to any matter in his or her **Coast Guard record that will be before the selection board**. A letter sent under this paragraph may not criticize any officer or reflect on any officer's character, conduct, or motive (14 U.S.C. 253(b)).
2. Chain of command endorsements are optional. Enclosures or attachments are limited to copies of official records and materials allowed to be submitted with Officer Evaluation Reports under Article 10.A.4.c.3. Letters from other officers shall not be solicited or submitted as enclosures. To receive an acknowledgment, submit a completed, self-addressed Acknowledgment/Referral Card, CG-4217, with the letter.
3. Endorsements to letters submitted to selection boards shall not include opinions whether an officer should be selected for promotion or opinions on selection boards and their methods.

**5.A.4.f. Failure of Selection for Promotion**

1. Officers in the grade of commander and below in the promotion zone established under Article 5.A.4.c. fail of selection for promotion either if they do not appear on the list of selectees recommended by the board considering them or if the President subsequently removes them from the list of selectees in the board's report (14 U.S.C. 262(a)).
2. Officers do not fail of selection if a selection board did not consider them because of administrative error. If selected by the next succeeding selection board, they receive the date of rank and position on the ADPL in the grade to which selected they would have held had the first selection board recommended them (14 U.S.C. 262(b)).

**5.A.4.g. Promotions**

1. List of Selectees. When the President approves a report of a board convened to recommend officers for promotion, the Commandant will place the names of all officers selected and approved on a list of selectees in the order of their seniority on the ADPL (14 U.S.C. 271(a)).
2. Officers on the list of selectees may be promoted by appointment in the next higher grade to the grade's maximum strength as determined under ☛ Article 5.A.3. after officers on any previous list of selectees for that grade have been promoted. Officers shall be promoted in the order they appear on the list of selectees. The date of rank of an officer promoted under this paragraph is the date of appointment in that grade (14 U.S.C. 271(b)).
3. Officers selected for promotion to lieutenant commander and above may be promoted to fill vacancies (14 U.S.C. 271(b)).
4. Promotions for officers selected for lieutenant will be effected as follows:
  - a. After Selection by First Board. A lieutenant (junior grade) eligible for promotion may be promoted to the grade of lieutenant without regard to vacancies on the day after completing 36 months of service in grade.
  - b. After Selection by First Board from Below the Zone. Any lieutenant (junior grade) eligible for promotion selected from below the established promotion zone shall be placed on the new list of selectees prepared by the board in order of existing seniority. They shall be tendered appointment to lieutenant on the same date as the most junior lieutenant (junior grade) on the list of selectees who was in the published promotion zone.
  - c. After Selection by Second Board. Any lieutenant (junior grade) selected for promotion to lieutenant by the second board to consider him or her shall be placed at the top of the new list of selectees prepared by the board in order of existing seniority. They shall be tendered appointment to lieutenant on the same date as the most senior lieutenant (junior grade) on the approved list of selectees who has not previously failed of selection to the grade or whose record has not been corrected by the Personnel Records Review Board or Board for Correction of Military Records to remove a previous non-selected status to that grade.

**5.A.4.h. Removing Officer from List of Selectees for Promotion**

1. The President may remove any officer from a list of selectees established under ☛ Article 5.A.4.g.

2. If the Senate does not consent to appoint an officer whose name is on a list of selectees established under Article 5.A.4.g., that officer's name shall be removed from this list.
3. An officer whose name is removed from a list under these subparagraphs remains eligible for consideration for promotion. If promoted as a result of selection by the next selection board, he or she holds the date of rank and position on the ADPL in the grade to which promoted which he she would have held if his or her name had not been removed. However, if the next selection board does not select the officer or if his or her name again is removed from the list of selectees, the officer shall be considered for all purposes as having twice failed of selection for promotion (14 U.S.C. 272).
4. **The name of an officer who declines a promotion shall be removed from the list of selectees, as provided in paragraph 3.**

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### **5.A.5. Selecting and Promoting Ensigns to Lieutenant (Junior Grade)**

#### **5.A.5.a. Eligibility for Promotion**

An ensign on the ADPL is eligible for promotion to lieutenant (junior grade) after:

1. Completing 12 months of active service as defined in 10 U.S.C. 101, computed from date of rank as an ensign on the ADPL;
2. A board recommends him or her as fully qualified for promotion; and
3. The Commandant has approved the board's recommendation.

#### **5.A.5.b. Selection Boards**

Selection boards to recommend ensigns for promotion to lieutenant (junior grade) shall be convened as Chapter 14.A. describes.

#### **5.A.5.c. Communicating with the Selection Board**

Each officer eligible for consideration by a selection board may communicate directly with the board in the same manner as Article 5.A.4.e. prescribes.

#### **5.A.5.d. Failure of Selection for Promotion**

1. Out of Line of Promotion. Ensigns whom a board does not recommend and whose commissions are not revoked under subparagraph 2. below shall be placed out of the line of promotion for at least nine months, beginning on the date the board report which did not recommend them for promotion is approved. The out-of-line period provides these officers

with the opportunity to improve their performance before a second board considers them for promotion.

2. Finding of Unsatisfactory in Grade. In accordance with 14 U.S.C. 214(c) or 14 U.S.C. 281, as applicable, the Commandant will revoke the commissions or vacate the temporary appointments of ensigns who, in their first three years of commissioned service, fail of selection for promotion to lieutenant (junior grade) and whom the selection board determines are performing unsatisfactorily in grade, irrespective of ☛ Articles 12.A.9. and 12.A.11.
3. Consideration by Second Board. A second board convened as described in ☛ Article 14.A. shall consider an ensign placed out of line of promotion
4. Failure of Selection by Second Board. If a second board finds an ensign is not fully qualified, the Commandant will revoke his or her Regular or Reserve commission or vacate his or her temporary appointment irrespective of ☛ Articles 12.A.9 and 12.A.11.

#### 5.A.5.e. **Non-Consideration Due to Administrative Error**

An ensign does not fail of selection for promotion if a board does not consider him or her because of administrative error. If the next succeeding board considering ensigns for promotion recommends that ensign for promotion, he or she holds the date of rank and position on the ADPL as a lieutenant (junior grade) which he or she would have held had the first board recommended him or her.

#### 5.A.5.f. **Promotion**

1. After Selection by First Board. An ensign eligible for promotion may be promoted to lieutenant (junior grade) without regard to vacancies on the day after he or she completes 18 months of active service.
2. After Selection by Second Board. The board shall place ensigns found fully qualified for promotion at the top of the new list in order of existing seniority. They shall be tendered appointment to lieutenant (junior grade) **without regard to vacancies on the day the board report is approved, as long as they have completed 18 months of active commissioned service. An ensign whose record only appeared before a second board due to an administrative error will be assigned a date of rank based upon time in grade and prior seniority in the register of officers. Such an ensign will not be considered the “most senior ensign on the approved list of selectees” for the purpose of ranking others in precedence order.**

letter from the Commandant authorizes flag officer promotions; the OPAL announces them. In all cases, either a copy of the OPAL or the letter authorizing the promotion shall be delivered to the officer concerned.

**5.A.13.b. Acceptance**

Unless he or she expressly declines the promotion within five days after receipt, an officer promoted under this article is considered to have accepted the promotion on its effective date.

**5.A.13.c. Oath of Office**

An officer who has served continuously since he or she subscribed to the oath of office prescribed in 5 U.S.C. 3331 is not required to take a new oath on promotion to a higher grade (14 U.S.C. 273).

**5.A.13.d. Pay and Allowances**

An officer promoted under this article is entitled to the pay and allowances of the grade to which promoted as of the effective date listed in the promotion letter (14 U.S.C. 274).

**5.A.13.e. Physical Examination**

A physical examination is not required in promoting an officer to the next higher commissioned grade.

**5.A.13.f. Delaying Promotion**

1. Each officer in the chain of command or Commander, (CGPC-opm) is responsible for delaying a promotion if he or she knows the appointee has disqualified him- or herself after being placed on a promotion list. Disqualification here means any circumstance which casts doubt on the moral or professional qualifications of the officer concerned, including pending action by a board of officers, courts-martial, or investigative proceedings (14 U.S.C. 271(f)).
2. A complete report of the circumstances recommending removing the selectee from the promotion list under Article 5.A.4. shall be sent to Commander (CGPC-opm). If the promotion letter is used for notification, include it if received; a copy of the OPAL need not be included. The selectee shall be furnished a copy of the report and required to acknowledge receipt. Attach a signed copy of the acknowledgment as an enclosure to the report.
3. If Commander (CGPC-opm) initiates delaying a promotion, he or she shall advise the officer concerned in writing of the reasons for so doing and require acknowledgment of receipt.

4. The Commandant shall refer the case to a board of officers to recommend to the President whether to remove the selectee from the promotion list. **The officer concerned will be afforded 21 days notice of the proceedings, and may communicate directly by letter to the board, in care of Commander (CGPC-opm-1), before the board convenes. Chain of command endorsements are optional. Enclosures or attachments are limited to copies of official records and materials allowed to be submitted with Officer Evaluation Reports under Article 10.A.4.c.3. Letters from other officers shall not be solicited or submitted as enclosures. To receive an acknowledgement, the officer should submit a completed, self-addressed Acknowledgement/Referral Card, CG-4217, with the letter.**
5. The President of the Board will forward a report of the proceedings of the board containing a recommendation to the Commandant as to whether the officer should be promoted, along with reasons for the recommendation. If the Commandant finds removal from the promotion list appropriate, he or she will forward the report with endorsements to the Secretary of Transportation (acting as the alter ego of the President), who is the final reviewing authority. If the Commandant determines that removal is inappropriate, the case is closed, and the delay of promotion is cancelled.

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## **5.A.14. Frocking Officers Selected for the Next Higher Grade**

### **5.A.14.a. Conditions for Frocking**

Under the authority of 14 U.S.C. 632, the Commandant may frock Coast Guard officers; i.e., authorize **a brevet to the** grade to which selected but not yet promoted. These officers may be considered for "frocking" under these circumstances:

1. The higher grade is necessary to clearly establish the officer's position when he or she reports to another agency or Service for duty.
2. The higher grade is necessary to ensure the officer is assigned Government quarters commensurate with the grade in which he or she would serve.
3. In selected instances in which the officer is ordered to a command billet of the higher grade for which he or she had been selected and the higher grade is desired to maintain the Coast Guard's image in an area where he or she is the senior Coast Guard officer.
4. In selected instances in which the higher rank is a significant factor in establishing the officer's stature, thereby enhancing his or her ability to successfully carry out his or her duties.

**5.A.14.b. Commands Authorized to Request Frocking**

Assistant Commandants for Directorates, area and district commanders, commanders of maintenance and logistic commands, Chief Counsel, chiefs of special staff offices at Headquarters, and commanding officers of Headquarters units may request authority from Commander (CGPC-opm) to frock officers under their cognizance who meet any one of these requirements.



**5.A.14.c. FROCKING PROCEDURE**

Captain and commander assignment panels recommend to Commander (CGPC) those officers who, in the panel's opinion, should be frocked to the next higher grade in conjunction with their future assignments. The general message announcing the panel results will note frockings approved in conjunction with assignment panels. Approved frockings generally are effective when the officer detaches from his or her current assignment; however, the official transfer orders issued by Commander (CGPC-opm-2) will contain actual authority.

**5.A.14.d. Effective Dates**

Officers selected for promotion who will be entitled to dates of rank earlier than the date the particular board is approved, either due to action of the Board for Correction of Military Records or to correct administrative error (14 U.S.C. 262), will be frocked to the grade for which selected effective 10 days after CGPC receives Senate confirmation (lieutenant commander and above) or **Presidential** appointment authority (below lieutenant commander). Also, Regular ensigns selected to lieutenant (junior grade) will be frocked, if required, when they complete the necessary time in grade. Commander, (CGPC-opm-1) will perform these actions; they need not be separately requested.

**5.A.14.e. Benefits**

1. Frocked officers are authorized to:
  - a. Assume the title and wear the insignia of the grade to which frocked.
  - b. Housing commensurate with the grade to which frocked.
  - c. A new Armed Forces Identification Card, DD Form 2, to reflect the higher grade, as outlined in  Personnel and Pay Procedures Manual, **HRSICINST M1000.2** (series).
2. Pay, allowances, and travel entitlements accrue at the lower permanent grade. The higher grade's pay and allowances accrue from the effective date listed in the promotion letter or the OPAL as outlined in  Article 5.A.13.

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3. Officer evaluation reports continue to be submitted in the lower permanent grade as outlined in Chapter 10.A.
4. Frocking does not authorize increased disciplinary powers under Article 15, Uniform Code of Military Justice (UCMJ).
5. Time in grade for determining retirement eligibility is computed from the appointment date, not the frocking date.



10 U.S.C. 580(a)(4)(A), shall be retired on the first day of the month immediately following the month in which the officer completes 20 years of active service creditable for retirement. Such a warrant officer remains eligible to be considered for promotion by subsequent selection boards, and shall not be retired if the officer is selected for promotion prior to the retirement date.

3. Unless promoted, continued, discharged, or retired under another provision of law, a warrant officer who has fewer than 18 years service creditable for retirement, shall be discharged for twice failing of selection to the next higher grade on the first day of the seventh month following the date on which the report of the board is approved, the date on which the officer's name is removed from the recommended list of selectees, or the date on which the officer's name is removed from the promotion list, whichever applies.
4. A regular warrant officer who twice fails selection for promotion may be continued on active duty if selected for continuation by a selection board. The Commandant will determine whether a need exists for warrant officers who twice fail of selection for promotion, and provide authority for their retention in the precept convening a selection board. The precept shall fix the maximum number of such officers that may be recommended for retention, and the period of retention. Officers continued on active duty pursuant to the recommendation of a selection board continue to be eligible for consideration for promotion. If not sooner retired or discharged under another provision of law, an officer who is continued shall be discharged, or retired if eligible, upon the expiration of the period of continued service, unless promoted, on an approved list of selectees for promotion, continued pursuant to the recommendation of a subsequent selection board approved by the Commandant, or is within two years of qualifying for retirement under 10 U.S.C. 1293.

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### **5.B.5. Removal from a Promotion List**

#### **5.B.5.a. General (10 U.S.C. 576(d))**

When information of an adverse nature is received concerning a warrant officer subsequent to having been recommended for promotion by a selection board, but before an appointment letter has been tendered, or when an appointment letter is returned by an officer in the chain of command who deems the officer unqualified for the appointment, the name of the warrant officer shall be referred to a board per ☛ Article 12.A.21.b. If the officer is found unfit or unsatisfactory, the warrant officer's name will also be referred to an evaluation board per ☛ Article 12.A.21.c. **unless the officer has fewer than three years as a commissioned warrant officer, then apply ☛ Article 12.A.20.**

**5.B.5.b. Consideration by the Next Board (10 U.S.C. 579)**

A warrant officer whose name has been removed from the list of selectees pursuant to Paragraph a. of this Article, shall be considered for promotion by the next regularly scheduled selection board. If selected by this board, the warrant officer's name shall be replaced without prejudice on the list from which it was removed. The date of rank is the date it would have been had the member's name not been removed; pay and allowances accrue from the date of rank. If the warrant officer is not selected for promotion by this board, the officer shall be considered to have twice failed of selection for promotion, and shall be retired or separated as outlined in Article 5.B.4.

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**5.B.6. Procedures for Effecting promotion of Warrant Officers**

**5.B.6.a. Promotions**

The Officer Promotion Authorization Listing (OPAL) will be used to promote chief warrant officers to the next higher permanent grade (W-3 and W-4).

**5.B.6.b. Withholding Promotion**

It is the responsibility of each officer in the chain of command or Commander, (CGPC), to withhold the promotion of chief warrant officers if there is knowledge that they have disqualified themselves after being placed on a promotion list. Disqualification, as used herein, is deemed to be any circumstance which casts doubt on the moral or professional qualifications of the warrant officer concerned. This includes pending action by a board of officers, courts-martial, or investigative proceedings. The withholding of a promotion by the command shall consist of the following action:

1. Contact Commander, (CGPC-opm-1) by the most rapid means to execute appropriate pay action.
2. Return the appointment letter to Commander, (CGPC-opm-1).
3. Provide a complete written report of the reason for withholding the promotion to Commander, (CGPC-opm-1). The warrant officer concerned shall be furnished a copy of the report and shall be required to acknowledge receipt. A signed copy of the acknowledgment shall be attached as an enclosure to the report.

If Commander, (CGPC) initiates withholding a promotion, the chief warrant officer shall be notified in writing of the reason(s) thereof and be required to acknowledge receipt. Upon completion of the notification action, the board action outlined in Article 5.B.5. will be initiated.

**5.B.6.c. Acceptance**

Acceptance of promotion to the next higher grade is considered accomplished unless specifically declined within five days after receipt. A new oath shall not be given.

appointed to a higher warrant grade subsequent to their appointment to lieutenant, must serve two years time in grade as required by Article 12.C.9.

**5.B.10.e. Retirement**

Upon completion of 30 years service, officers appointed under this program shall be retired mandatorily under this program, pursuant to 10 U.S.C. 1305, in the highest grade satisfactorily held as outlined in 14 U.S.C. 334. Refer to the provisions of 10 U.S.C. 1371. Lieutenants who twice fail selection for lieutenant commander will be retired or reverted to their chief warrant officer grade, if they so request.

**5.B.10.f. Original Appointment of Temporary Officers (14 U.S.C. 214)**

At such times as the needs of the Service dictate, the Commandant shall convene an appointment board to recommend eligible warrant officers for appointment to temporary lieutenant. The Schedule of Officer Personnel Boards and Panels, COMDTINST 1401.5 (series), will publish the convening date of the board. The occupational fields and specialties needed for that fiscal year will be announced by message.

**5.B.10.g. Eligibility**

Applications will be considered from chief warrant officers, W-3, W-4, or W-2 who will **be considered by the W-3 selection board in the same promotion year**. However, appointments of chief warrant officers W-2 to lieutenant, shall be offered only to those whose name appears on a promotion list to W-3. All applicants must have completed at least 13 years but not more than 26 years of active duty for retirement, computed to 30 June following the board. **Reserve chief warrant officers are not eligible to apply**. In addition to this active duty service requirement, applicants must possess normal color perception, which is required for all commissioned officers, O-1 and above. In addition, applicants for the MMS (Deck) and MMS (Engineering) specialties must hold qualification (hull inspector and/or machinery inspector) for the specific occupational field(s) requested. Qualification letters must be appended to the application/resume.

**5.B.10.h. Application**

Applications may be made for only the occupational field which is related to the warrant officer specialty listed in paragraph 4 below. If the applicant is serving in a warrant specialty which is related to more than one of the occupational fields offered, the officer may request consideration for more than one; however, the officer must specify the order of preference (i.e, first and second choice)..

1. Form and Content. Candidates shall submit their application to Commander (CGPC-opm-1) via their immediate command. No enclosures to the application are permitted with the exception of hull or machinery qualification letters. The application/resume shall be submitted in Basic Coast Guard letter format (limited to a maximum of 2 pages, single-sided, single-spaced, 12 point text with 1 inch margins) and in the following sequence:

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- a. Paragraph 1. The occupational field, or fields (specify preference) for which the candidate is applying.
  - b. Paragraph 2. The historical summary of units assigned as a CWO with the primary and collateral duties assumed for each (listed in chronological order with the most recent first).
  - c. Paragraph 3. A summary of major professional accomplishments including medals, awards, and academic achievements.
  - d. Paragraph 4. A statement addressing the candidate's reasons for desiring appointment to the grade of lieutenant.
2. Endorsement. The commanding officer's endorsement shall address the applicant's potential to perform successfully in the grade of temporary lieutenant and shall include a computation of the applicant's total service computed to 01 January following the board.
  3. Each application shall include a completed, self-addressed document receipt card (CG-9733) or acknowledgement/referral card (CG-4217), and must be received by Commander (CGPC-opm-1) no later than the date specified in the general message announcing the occupational fields and specialties needed for that fiscal year. The receipt card will serve as the officer's only notification that the application was received and processed. Applications for occupational fields or specialties not solicited in the general message will be returned without action.
  4. Chief warrant officers who meet the eligibility requirements of this article may apply to the occupational field or fields that are related to their specialty as indicated below:

<b>Occupational Field</b>	<b>Related WO Specialty</b>
Surface Operations	BOSN
Weapons	WEPS
Merchant Marine Safety (Deck)	BOSN / MAT / WEPS / ENG
Merchant Marine Safety (Engineering)	ENG / BOSN / MAT / WEPS
Naval Engineering	ENG
Communications	COMMS
Electronics	ELC
Personnel Administration	PERS
Finance and Supply	F&S
Medical Administration	MED
Photojournalist	INF
Aviation Engineering	AVI
Physician's Assistant	PYA

### 5.B.10.i. Waivers

Except as noted in Article 5.B.10a.(3), waivers of eligibility requirements will not be granted under any circumstances and none shall be requested.

- b. Withdrawal of Recommendation. The following entry must be made on an Administrative Remarks, CG-3307, in the enlisted Personnel Data Record when the commanding officer withdraws his or her recommendation.

(Date): Recommendation and nomination for advancement and participation in the (month and year) for Servicewide competition for (rate) is withdrawn. Reason: (Explain).

When applicable, notify HRSIC (adv/eval), to invalidate the recommendation for advancement of the candidate.

6. Security of Examinations. This most important phase is the responsibility of each echelon of command. Chapter 5.D provides detailed procedures necessary for safeguarding Servicewide examinations.
7. Appointment and Supervision of Local Examining Boards. Commanding officers shall appoint and provide supervision in accordance with Chapter 5.D and such other regulations that may be issued by senior commands.
8. Educational Services Officers. Commanding officers will appoint an Educational Services Officer who is to provide assistance to each member of the command who desires to qualify for advancement in rate or change in rating, and encourage the timely completion of the appropriate Coast Guard Institute correspondence course.
9. Effecting Advancements. Upon notification through the Headquarters Advancement Announcement (HAA) from Commander CGPC, commanding officers shall advance those personnel listed, or advise HRSIC (adv) to withhold their advancement or remove them from the eligibility list, with an information copy to Commander (CGPC-epm-1),. Article 5.C.26.

#### **5.C.4.f. Human Resources Service and Information Center**

The Commanding Officer, Coast Guard Human Resources Service and Information Center is the single point of contact for all SWE inquiries, corrections, and waivers; and is responsible for the preparation, printing, distribution, accountability, and scoring of the Servicewide examinations. Following the scoring process, the commanding officer is responsible for preparation, printing, and distribution of the advancement eligibility lists as approved by Commander, (CGPC).

#### **5.C.4.g. Waiver of Eligibility Requirements**

HRSIC(adv) is the single point of contact for all request for waivers of advancement requirements and deadlines. Waivers should be requested only if unusual circumstances, administrative error, last minute operational schedule changes, etc., result in the member being ineligible through no fault of the member. Prior to submitting a waiver, the command must ensure that the member did everything that can be reasonably expected to ensure eligibility prior the deadline for eligibility.

## **5.C.5 Additional Eligibility Requirements for Personnel Competing in E-7, E-8, or E-9 Examinations**

### **5.C.5.a. General**

Commanding officers shall initiate the recommendation for participation in the E-8 and E-9 competition. Individuals recommended for advancement to senior chief petty officer and master chief petty officer must be superior in leadership, military characteristics, technical knowledge, and performance of duty. They must be professionally qualified to fill any chief petty officer billet of their rating. Recommendations for participation in the senior and master chief petty officer competition should not be initiated solely on the request of the individual.

### **5.C.5.b. Eligibility for Participation in Competition for Advancement to Pay Grade E-7**

1. Be serving in enlisted status on active duty in pay grade E-6, in the rating for which recommended for advancement.
2. Have served on continuous active duty in the Coast Guard in pay grade E-6 during the entire two years immediately preceding the terminal eligibility date.
3. For 24 months prior to the terminal eligibility date (01 January following the May exam), and for the entire period from recommendation to advancement, have no unsatisfactory conduct mark, court martial (CM) or civil convictions, or non-judicial punishments (NJP). If confinement is imposed by NJP or CM and the member is confined, the good conduct eligibility period starts on the date of release, regardless if on probation. If no confinement is included in the punishment or sentence, the good conduct eligibility period starts the day following conviction or awarding of NJP. Good conduct eligibility following an unsatisfactory mark in conduct or a factor mark less than those provided for in Art. 10-B-9, begins on the day following the effective date of the Enlisted Performance Evaluation Form (CG-3788 (series)). After the individual has been recommended for advancement, but has not been advanced, Commanding officers will submit a message to HRSIC (adv), with Commander, (CGPC-epm-1) as information addressee, to remove from the current advancement eligibility list any person who has received any of the following: CM or civil conviction, NJP, an unsatisfactory conduct mark, or a factor mark less than those provided for in Art. 10-B-9.

### **5.C.5.c. Eligibility for Participation in Competition for Advancement to Pay Grade E-8**

1. Be serving in enlisted status on active duty in pay grade E-7, in the rating for which recommended for advancement.
2. Have served on continuous active duty in the Coast Guard in pay grade E-7 during the entire **two** years immediately preceding the terminal eligibility date.
3. Have a total of at least ten years active service.

4. For **24** months before the terminal eligibility date (01 January following the May exam) and the entire period from recommendation to advancement, have no unsatisfactory conduct mark, court-martial (CM) or civil convictions, or NJP punishments. If confinement is imposed by NJP or CM and the member is confined, the good conduct eligibility period starts on the date of release, regardless if on probation. If no confinement is included in the punishment or sentence, the good conduct eligibility period starts on the day following the conviction or awarding of NJP. Good conduct eligibility following an unsatisfactory mark in conduct or a factor mark less than those provided for in Article 10.B.9., begins on the day following the effective date of the Enlisted Performance Evaluation Form (CG-3788 (series)). After the individual has been recommended for advancement, but has not been advanced, Commanding officers will submit a message to HRSIC (adv), with Commander, (CGPC-epm-1) as information addressee, to remove from the current advancement eligibility list any person who has received any of the following: CM or civil conviction, NJP, an unsatisfactory conduct mark, or a factor mark less than those provided for in Article 10.B.9.
5. To participate in the BMCS examination, the member must currently be certified as qualified to command afloat and ashore by the Officer in Charge Review Board or be a Surfman (SJ, SK or SM) certified as qualified to command ashore by the Officer in Charge Review Board.
6. Members advanced to E-7 on or after 1 January 1999 must have completed either the Coast Guard Chief Petty Officers Academy or one of the Department of Defense (DoD) Senior Enlisted Academies to qualify to participate in competition for advancement to E-8.

**5.C.5.d. Criteria to Compete for Advancement to Pay Grade E-9**

1. Be serving on active duty in pay grade E-8 in the rating for which recommended for advancement.
2. Have served on continuous active duty in the Coast Guard in pay grade E-8 during the entire two years immediately before the terminal eligibility date.
3. Have a total of at least 12 years active service.
4. For 24 months prior to the terminal eligibility date (01 January following the May exam), and for the entire period from recommendation to advancement, have no unsatisfactory conduct mark, court martial (CM) or civil conviction, or NJP punishments. If NJP or CM imposes confinement and the member is confined, the good conduct eligibility period starts on the release date, even if on probation. If no confinement is included in the punishment or sentence, the good conduct eligibility period starts the day following conviction or awarding of NJP. Good conduct eligibility following an unsatisfactory mark in conduct or a factor mark less than those provided for in Art. 10-B-9, begins on the day following the effective date of the Enlisted Performance Evaluation Support Form, CG-3788 (series). After the individual has been recommended for advancement but has not advanced, Commanding officers will submit a

message to HRSIC (adv), with Commander, (CGPC-epm-1) as information addressee, to remove from the current advancement eligibility list any person who has received any of the following: a CM or civil conviction, NJP, an unsatisfactory conduct mark, or a factor mark less than those provided for in Article 10.B.9.

5. To participate in the BMCM examination, the member must currently be certified as qualified to command afloat and ashore by the Officer in Charge Review Board.

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## **5.C.6 Evaluation Marks**

### **5.C.6.a. Minimum Requirements**

Personnel who received an unsatisfactory conduct mark or a dimension average of less than 3 for the given factor on their last evaluation are ineligible to advance or compete in the SWE.

### **5.C.6.b. Performance Factor**

The following are the minimum time periods for which enlisted performance in pay grade will be considered in developing the performance factor. Use only the evaluations assigned for a period equaling the minimum service in pay grade required for advancement. All Enlisted Performance Evaluation Form (EPEF) dates precede the date of the SWE. Any EPEF submitted after the dates shown below will not be used for the SWE listed but will be used for the next SWE.

<b>TEST FOR</b>	<b>EVAL PERIOD</b>	<b>SWE</b>
E-5	01 October to 31 July	NOV
E-6	01 May to 31 July	NOV
E-5	01 April to 31 January	MAY
E-6	01 November to 31 January	MAY
E-7	01 December of the two years before the examination year to 31 January of the examination year	MAY
E-8	01 October of the <b>two</b> years before the examination year to 31 January of the examination year	MAY
E-9	01 June of the two years before the examination year to 31 January of the examination year	MAY

### **5.C.6.c. Special Evaluation**

A special evaluation may be given for the purpose of qualifying a member for the SWE competition if the member has not been evaluated in the current pay grade during the time frames listed above. Special evaluations must be dated no later than 31 July for the November SWE and no later than 31 January for the May SWE. A special evaluation shall not be completed if the member has received an unsatisfactory conduct mark.



**5.C.6.d. Broken Service**

When Article 5.C.14.b.(4) applies for members with broken service, only evaluations assigned during the current period of service shall be utilized.

**5.C.6.e. Advanced Training**

Since advanced training students are not normally evaluated, EPEFs received immediately prior to entering the advanced training program shall be used. The following time periods apply for the May Servicewide Examination:

E-7	Two years immediately before the date the member reported to the advanced training program
E-8	<b>Two</b> years immediately before the date the member reported to the advanced training program.
E-9	Two years immediately before the date the member reported to the advanced training program in pay grade E-8.

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**5.C.7 Performance Qualifications and Military Requirements****5.C.7.a. Performance Based Qualifications (PBQs)**

1. Description. PBQs are professional job performance requirements members must demonstrate to advance or change rating. The Enlisted Qualifications Manual, COMDTINST M1414.8 (series) sets forth these requirements, in detail. For each qualification members must demonstrate ability under actual or simulated conditions. This may be done over a considerable period of time.
2. Completion of Performance Qualifications. Except as noted below, each candidate is responsible for completing all PBQs for the next higher pay grade or change in rating. Commands must ensure that unit members desiring to take the SWE have completed all PBQs by 01 February preceding the May SWE or 01 August preceding the November SWE. This is best accomplished when units verify receipt of PDEs. As each PBQ is completed, the person observing the demonstration shall place the name of the unit, the date, and his or her initials after the appropriate item on the PBQ form, CG-3303C. The command may, at any time require a member to demonstrate again ability to perform any performance qualification performed previously. Completion of a Class "A" or "C" course does not satisfy the requirements for completion of performance qualifications. However, these requirements may be completed and recorded at the school command. At units where completion of all the PBQs cannot be accomplished after making every reasonable effort, the commanding officer may waive the requirement. However, a waiver does not relieve the member of demonstrating ability in that particular qualification at a later date, when the means to perform the qualification are available.

3. Personnel Authorized to Sign PBQs. A commissioned, warrant or senior petty officer normally evaluates the member's ability on each performance qualification. Members must receive authorization from their immediate supervisors to have someone outside their normal chain-of-command sign off performance qualifications. Performance qualifications are noncompetitive and no score is assigned.
4. Maintaining Individual Performance Qualification Records. PBQ form CG-3303C must be kept current and will be retained as a permanent part of the Unit Personnel Data Record during tours of active duty. This form shall normally be in the custody of the executive officer or division officer. At units where Personnel Data Records are not maintained, the commanding officer or officer in charge shall retain custody. Members are to be given a copy when all PBQs are completed for their records.

#### **5.C.7.b. Military Requirements**

1. All personnel must complete the Military Requirements Course listed below before advancing to pay grades E-3 through E-7 as follows:

FOR ADVANCEMENT TO	REQUIRED MRN COURSE
E-4	MRNPO
E-5	MRNSPO
E-6	MRNSPO
E-7	CPO

2. For those nonrated personnel attending a Class "A" school, the military requirements for pay grades E-3 and E-4 will be met through successful completion of the military requirements (MRNPO) test administered by the training command. For those Class "A" school students who successfully complete this test, the following Administrative Remarks, CG-3307, entry will be made in the Personnel Data Record:
 

[Date]: Passed test on knowledge factors of military requirements required for advancement to E-4.
3. For those Class "A" school students who do not successfully pass this test, the following, Administrative Remarks, CG-3307, Personnel Data Record entry shall be made:
 

(Date): Failed to pass test on knowledge factors of military requirements required for advancement to E-4.
4. Class "A" school students who have completed the rating portion of the course of instruction, but have not completed the MRNPO test may not be advanced until the MRNPO requirements are satisfied. To satisfy these

requirements once graduated, they must complete the MRNPO course before advancement to E-3 and E-4. The Institute will provide procedures for administering the MRNPO test and appropriate study materials to Class "A" School training commands.

5. All E-2s not attending a Class "A" School must complete the Seaman or Fireman course, as appropriate, before advancement to E-3 as well as the appropriate rating course before being recommended for advancement to E-4 through the striker program.

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## **5.C.8 Correspondence Courses**

### **5.C.8.a. General**

Correspondence courses are formal courses based on the qualifications for each rating as outlined in the Enlisted Qualifications Manual, COMDTINST M1414.8 (series). They are for the purpose of increasing the proficiency of assigned enlisted personnel in preparing for advancement or change in rating. A person may at any time commence study and complete a correspondence course for a higher rate. The Coast Guard Correspondence Course Manual, published by the Coast Guard Institute lists the Coast Guard correspondence courses relating to the advancement qualifications.

### **5.C.8.b. Mandatory Correspondence Courses**

Successful completion of the appropriate Coast Guard Institute correspondence course is a mandatory prerequisite to be eligible for advancement in or change in rating. Coast Guard correspondence courses may not always be available for all rates and ratings since courses are continually being revised. When the Commanding Officer, Coast Guard Institute, cannot fill a correspondence course order within four weeks from the date of receipt of the application, the applicant's commanding officer will be so advised. Upon determination by Commander, (CGPC-epm) that a correspondence course was not available in time for completion prior to the SWE deadline, it will be listed as a waived requirement on the pertinent ALCGENL.

### **5.C.8.c. Revision of Correspondence Courses**

There is no requirement for a candidate to retake a correspondence course when a revised course is issued. However, when a course is reissued with a new course code, each member who is currently enrolled will receive a postcard notification by mail from the Institute. Completion of the new course is required for SWE eligibility. This information is also printed in the Coast Guard Institute's booklet "THE CORRESPONDER." Unit Educational Services Officer's (ESO) must ensure that this information is passed to all hands.

**5.C.8.d. Date of Completion of Correspondence Course**

Successful completion of a correspondence course is accomplished on the date the member was administered the end-of-course test (EOCT). It is not the date the EOCT is received at the Institute, the date scored or the date returned to the unit. EOCTs must be administered by 01 August preceding the November SWE and by 01 February preceding the May SWE.

**5.C.8.e. Waiver of Completion of a Correspondence Course or Class "A" Course**

Satisfactory completion of a Class "A" course of instruction at a Service school, or the equivalent, is considered as satisfying the requirement for completion of a correspondence course for pay grade E-4 (petty officer, third class) and for pay grade E-3 when that rate level has not yet been attained. Graduates of Coast Guard and Navy basic petty officers courses are assigned designators. Therefore, personnel who have a course-assigned designator are considered to have met the mandatory correspondence course requirement for the applicable rate. This in no way satisfies the need for completion of the military requirements courses which are prerequisites for advancement.

☛ Article 5.C.7.b.

1. Completion of a correspondence course is not required for advancement to senior chief petty officer or master chief petty officer.
2. A commanding officer, citing this article as authority, may grant a waiver of completion of the required correspondence course to a candidate who:
  - a. Is eligible in all other respects for participation in accordance with ☛ Article 5.C.4, and,
  - b. Within 24 months prior to the deadline for completion of advancement requirements, has been unable to pass the end-of-course test after at least three attempts, and
  - c. Is an E-4 with not less than eight years of active duty and not less than five years of time in grade; or, is an E-5 with not less than 15 years of active duty and not less than five years of time in grade. Computations of time in service and time in grade for this purpose will be in accordance with ☛ Article 5.C.14.

**5.C.8.f. Personnel Data Record Entries**

A record of correspondence course completions is maintained by the Coast Guard Institute. Service school completions are recorded in PMIS/JUMPS and are reflected in the Personnel Data Information File (PDIF).

### 5.C.9 Required Service Courses

Members must complete the listed Class "A" course to advance to the indicated rates, unless Commander, (CGPC-epm) waives the requirement.

<b>RATE</b>	<b>SCHOOL</b>
AMT	Aviation Maintenance Technician (AMT) Class "A" Course
AVT	Avionics Technician (AVT), Class "A" Course
AST	Aviation Survival Technician (AST), Class "A" Course
ET	Electronics Technician (ET), Class "A" Course
FT	Fire Control Technician (FT), Class "A" Course
GM	Gunner's Mate (GM), Class "A" Course
HS	Health Services Technician (HS), Class "A" Course
MST	Marine Science Technician (MST), Class "A" Course
PA	Public Affairs Specialist (PA), Class "A" Course
RD	Radarman (RD), Class "A" Course
TC	Telecommunications Specialist (TC), Class "A" Course
TT	Telephone Technician (TT), Class "A" Course

### 5.C.10 Citizenship or Security Clearance Requirement to Advance in Certain Ratings

#### 5.C.10.a. General

In order to safeguard classified information, it has been necessary to establish the requirement that to be eligible to advance in certain rates or ratings, members must be eligible to have access to classified information. This security requirement for the rate or rating remains valid even though an individual may not need a clearance in presently assigned duties. Currently, a little less than half the Coast Guard's rates and ratings fall in this category. The remaining ratings seldom require a member to have access to classified information and accordingly, commanding officers will ensure that personnel who are ineligible for access to classified information advance only in the "unclassified" ratings.

#### 5.C.10.b. Ratings Requiring Access to Classified Information

These ratings, including their related service ratings or designators, require eligibility to access to classified information:

AVT, AMT, AST, ET, FT, GM, PA, QM, RD, TC, TT, YN.

**5.C.10.c. Rates and Ratings Generally Not Requiring Access to Classified Information**

These following rates and ratings, including their related service ratings or designators, generally do not require access to classified information:

<b>RATES</b>	<b>RATINGS</b>
FA, FN, SA, SN	BM, DC, EM, FS, HS, MK, MST, MU, SK

**5.C.10.d. Advancement of Aliens**

1. Definition. An alien is a person who is not a citizen or national of the United States. For purposes of this article, an immigrant is an alien who has been lawfully admitted to the United States for permanent residence. An alien without immigrant status is one who has not been admitted to the United States for permanent residence under an immigrant visa.
2. Path of Advancement for Immigrants. Immigrants are eligible for change to any rate or ratings for which qualified. For ratings requiring access to classified information refer to paragraph b.; however, eligibility for security clearance (i.e., completion of a satisfactory background investigation) must be established in accordance with Chapter 2, Military Personnel Security Program, COMDTINST M5520.12 (Series), before change to the rating or assignment of a designator is permitted. When it is established that an immigrant desires to advance into a "classified" rating, the necessary background investigation will be initiated immediately. If qualification for the rating is contingent upon completion of classified training schools or courses and/or classified SWE, this security investigation must be completed before participation in such training or examination is permitted. Interim clearance may not be granted. Participation in nonclassified training and examination is permissible, but in no case may actual advancement or change in rating, or assignment of a designator be effective prior to the establishment of clearance eligibility. No waivers are granted.
3. Immigrants Who Fail To Become Naturalized Citizens. The Service will revoke the security clearance of immigrants who do not become naturalized within one year after completing residence requirements, normally three years of active service. This should normally coincide with the individual's expiration of enlistment date. The individual will not be eligible for reenlistment until he or she has become a United States citizen. Refer other cases to Commander, (CGPC-epm) for final decision.
4. Path of Advancement of Aliens Without Immigrant Status. Aliens without immigrant status may, unless otherwise directed, only advance in ratings which do not require access to classified information. These individuals are

not eligible for security clearance, as explained in ☛ Chapter 2, Military Personnel Security Program, COMDTINST M5520.12 (series). Aliens, once they attain U.S. citizenship, are eligible for advancement or change to any rate or rating for which qualified.

**5.C.10.e. Information Regarding All Personnel in "Classified" Ratings Who Are No Longer Eligible for Security Clearance**

1. When it is determined by the commanding officer, or other competent authority, that an individual in a "classified" rating as listed in paragraph b. is being considered for having his or her security clearance terminated for cause, thereby not meeting the requirements for a security clearance, the procedures outlined in ☛ Chapter 4, Military Personnel Security Program, COMDTINST M5520.12 (series), shall be followed.
2. In cases where an individual's security clearance is terminated for cause, and he or she is not recommended for separation from the Coast Guard, the individual will be reassigned to a billet that does not require a security clearance. Processing must begin for changing to a rating that does not require access to classified information. (☛ Article 5.C.10.c.) The individual will remain so assigned long enough to allow him or her to compete in the next two SWE competitions for lateral change in rate. In unusual cases, Commander, (CGPC) may waive some of the eligibility requirement provisions. In the case of a nonrate with a designator, e.g., SNTC, the designator will be removed, and the member will be assigned to a nonrated billet without a designator. Subsequently, if the commanding officer determines that the member once again meets the requirements for issuance of a security clearance, as set forth in ☛ Chapter 2, Military Personnel Security Program, COMDTINST M5520.12 (Series), the commanding officer may request Commander, (CGPC-epm) to reassign the designator. Upon reassignment of the designator, and providing the member is in all respects otherwise qualified, he or she may be advanced in rate in accordance with current instructions. ☛ Article 5.C.29.
  - a. If the member competes unsuccessfully in the next two SWE competitions, he or she will be administratively discharged, or if the member so elects and is eligible in accordance with the High Year Tenure (HYT) program, will be reduced in rate to SN and retained in the Service. ☛ Chapter 12.G.
  - b. If enlistment expires before the member has had an opportunity to compete for lateral change in rate, as in subparagraph (a) above and he or she is recommended for reenlistment in an unclassified rating, enlistment may be extended for the time required.
  - c. If the individual's current record is considered sufficient basis not to recommend reenlistment in any rating, he or she shall be so advised

and the requirements of Chapter 4, Military Personnel Security Program, COMDTINST M5520.12 (Series), will be administered.

4. If the commanding officer feels that the individual's unsuitability for a security clearance is only temporary, such as voluntary rehabilitation under the drug exemption program, and that the member is highly qualified in all other respects to serve in his or her rating, he or she may be retained on board his or her operational unit for duty. The member will remain in this status for a maximum of three months unless otherwise directed by Commander, (CGPC-epm). After three months either the clearance will be restored or the individual must be processed in accordance with Chapter 4, Military Personnel Security Program, COMDTINST M5520.12 (Series). The member shall be denied access to classified information during any period that suitability is in question.
5. All cases processed under paragraph (3) will be reported by letter to Commander, (CGPC-epm), copy to Commandant (G-WK). The report shall include the following:
  - a. Name, social security number and rate.
  - b. Date individual determined temporarily ineligible for security clearance.
  - c. Basis on which determination was made (cite specific items, incidents, etc.).
  - d. Course of corrective action being taken.

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## **5.C.11 Path of Advancement**

### **5.C.11.a. Next Higher Pay Grade**

Advancements in the rate may be made only to the next higher pay grade.

### **5.C.11.b. Enlisted Rating Structure**

Advancement may be made only to the next higher pay grade in the rating that is in the proper path of advancement as shown in the "Enlisted Rating Structure" section of the Enlisted Qualifications Manual, COMDTINST M1414.8 (Series). It is essential that non-Class "A" course graduates serving in pay grade E-3 be in the proper path of advancement before participating in a Striker program. Chapter 5.E. This is not intended to restrict E-3 personnel in applying for and attending any Class "A" course, but clarification of the Striker program. For exceptions, see paragraphs f. of this article.



**5.C.11.c. Personnel Assigned Designators**

Personnel assigned designators may advance only to the rating indicated by their designator. ☛ Article 5.C.29.

**5.C.11.d. Change in Rating**

1. General Policy. The Commandant desires Coast Guard personnel to serve in the rate or rating for which they have the greatest aptitude and interest. However, due to the implementation of the Coast Guard's High Year Tenure (HYT) and Centralized First Term Reenlistment Review (CFTRR), changes in rating will only be approved for those ratings that need additional personnel. A change in rating may be made for members with less than five years Coast Guard Time In Service:
  - a. At the request of the person concerned and requests should be submitted to Commander, (CGPC-epm-1) via the chain of command, or
  - b. In the best interest of the Coast Guard.
2. Methods by Which Changes in Rating Are Effected.
  - a. By special authority of the Commandant;
  - b. By Administrative Action in accordance with ☛ Article 5.C.30;
  - c. By successful completion of Class "A" or "C" training for the purpose of changing rating;
  - d. By Successful Completion of a Striker Program. Participation in a striker program to change rating must be authorized in each specific instance by Commander, (CGPC). For specific guidance, see ☛ Chapter 5.E.
3. Personnel who have been approved by Commander, (CGPC-epm) to change rating, may participate in the advancement for their present rating if otherwise qualified until they are advanced to E-4 in their new rating.

**5.C.11.e. Headquarters Announced Deviation to Path of Advancement**

The Commandant may authorize deviations from the normal path of advancement in Commandant Instructions or Notices to establish, disestablish, or merge ratings.

**5.C.11.f. Examination of Personnel Under Instruction in Service Schools**

1. Normal Path of Advancement. Personnel attending a Class "C" course which provides instruction in their normal path of advancement, if otherwise qualified, may participate in the Servicewide examinations.
2. Under Instruction for Change in Rating. All personnel who have authorization for a change in rating but have not received orders to Class "A" or "C" courses for rating conversion may participate in the advancement program for their present rating, if otherwise qualified, until they are enrolled in school. At that time, they will be considered to be in a "change of rating" status and are not eligible for advancement in the rating from which they are converting. An authorized advancement based on a SWE successfully completed prior to assignment to school may be effected.
3. Automatic Change in Rating in Equal Pay Grade on Completion of Course. Personnel under instruction for change in rating in pay grade E-4 are automatically changed in rating to the new rating in equal pay grade on successful completion of Class "A" course. Personnel in pay grades E-5 and E-6 under instruction for change in rating are automatically changed in rating to the new rating in equal pay grade on successful completion of Class "C" course. Personnel in pay grade E-6, who have requested assignment to Class "A" course and receive orders to such course, are reduced to pay grade E-5 prior to departing present unit. Upon satisfactory completion of Class "A" course all personnel in pay grade E-5 are reduced to pay grade E-4 and changed to the appropriate rating, unless specifically exempted by orders or current directives.

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**5.C.12 Special Requirement for Certain Ratings****5.C.12.a. Ratings Requiring Normal Color Perception and/or Normal Hearing**

These ratings, including the assignment of designators, require incumbents to have normal color perception and/or normal hearing. Requests for waivers to these requirements will not be approved. However, members on active duty, who have previously received a permanent waiver from Commandant, may remain and advance in their rating.

NORMAL COLOR PERCEPTION	NORMAL HEARING
AMT, AVT, AST, BM, EM, ET, FT, GM, HS, PA, QM, RD, TT	AST, TC

All personnel, regardless of rating, must possess normal color vision to be assigned to station boat crew billets **or Aids to Navigation Teams (ANTs)**, which includes MKs serving as boat engineers. Commanding officers bear the responsibility for ensuring that strikers in these ratings **and all non-rates assigned to Coast Guard cutters qualifying for duty as lookout** possess normal color vision.

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## 5.E Striker Program

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### 5.E.1 Striker Program

#### 5.E.1.a. Discussion

A viable, effective advancement opportunity for nonrated members is available through the striker program. Strong command support and close attention to the administration of the striker program, within the constraints of on-the-job training opportunities existing at a particular unit, are considered leadership obligations for all supervisors. Guidelines for the striker program are set forth below:

1. The striker ratings and the appropriate advancement path for personnel desiring to advance in this manner are as follows:
  - a. SN to BM, DC, FS, PS (Reserve only rating), QM, YN, or SK.
  - b. FN to MK, EM or DC.
  - c. In situations where a nonrated member is judged to be qualified for advancement to a rating outside the normal path of advancement listed above, Commanding Officers and Officers in Charge may allow the member to strike and/or be subsequently advanced to the chosen rate if all eligibility criteria for that rating are met.
2. To be recommended for advancement under the striker program, a member must:
  - a. Be serving in pay grade E-3 and meet the six month Time in Paygrade (TIG) requirement;
  - b. Complete the required correspondence courses;
  - c. Complete the required performance qualifications as outlined in  Enlisted Qualification Manual, COMDTINST M1414.8 (series); and
  - d. **For six months prior to being recommended for advancement under the striker program and for the entire period from recommendation to advancement, personnel in pay grade E-3 must have no unsatisfactory conduct mark, court-martial (CM) or civil convictions, or NJP punishments. If confinement is imposed by NJP or CM and the member is confined, the good conduct eligibility period starts on the date of release, regardless if on probation. If no confinement is included in the punishment or sentence, the good conduct eligibility period starts the day following conviction or awarding of NJP. Good conduct eligibility following unsatisfactory marks in conduct or a factor mark less than those provided for in  Article 10.B.9., begins on the day following the**

**effective date of the Enlisted Performance Evaluation Form (CG-3788(series)). Commanding officers will submit a message to HRSIC(adv), with Commander, (CGPC-epm-1), as information addressee, to remove from the current striker advancement eligibility list any person who has received a CM or civil conviction, NJP, or unsatisfactory conduct mark (☛ Article 10.B.9.), after the individual has been recommended for advancement, but has not been advanced under the striker program.**

3. When a member is fully qualified in one of the striker ratings, a commanding officer may submit a message recommendation to HRSIC and inform Commander, (CGPC-epm-1) in the following format:
  - a. Member's name, rate, and SSN
  - b. Date advanced to SN/FN
  - c. Completion dates for Performance Qualifications, Rating EOCT, and MRN EOCT
  - d. Certification by the commanding officer that the member is fully qualified and recommended for advancement.
4. No waivers of the above requirements will be granted.
5. Members will be placed on the respective striker eligibility list according the Date Time Group (DTG) of the message submitted by the commanding officer. Personnel are then advanced to pay grade E-4 by precedence from these lists to fill Servicewide vacancies in each striker rating. A commanding officer may withhold or cancel his/her recommendation for advancement in accordance with ☛ Article 5.C.25.
6. The striker advancement eligibility lists will be published as an addendum to the SWE advancement eligibility lists following each SWE. These lists will be updated monthly, and will be distributed in conjunction with the monthly Class "A" School waiting lists.

#### **5.E.1.b. Methods of Change in Rating**

1. By successful completion of a Striker Program for ratings of BM, DC, EM, MK, QM, SK, FS, YN. ☛ Article 5.E.1.a.
2. Upon successful completion of Class "A" or "C" training.



(2) Total sorties this fiscal year: \_\_\_\_\_

(3) Nature of airborne duties: \_\_\_\_\_

b. Termination.

(1) Total flight time this fiscal year: \_\_\_\_\_

(2) Technical Observer orders expired on: \_\_\_\_\_

or

(3) Technical Observer orders revoked/suspended (give date and reason).

Encl: (1) Original statement of flying time

**6.A.4.e. Termination of Technical Observer Orders**

1. Orders to duty involving flying as a technical observer will be terminated by:

- a. Change of assignment.
- b. Change of duty from that upon which orders were justified, even though within the same command.
- c. Termination of the special project for which the orders were issued.
- d. Failure to remain physically qualified and aeronautically adapted for flight.

2. In those cases where an officer flying as a technical observer requests termination of orders to duty involving flying, or a commanding officer deems it necessary or desirable to terminate an officer's detail to duty involving flying because of loss of motivation, unsatisfactory performance, and/or similar reasons, the commanding officer shall immediately suspend the individual from further flight duties and submit a termination report, including the flight surgeon's comments and recommendations where required by the circumstances, to Commander, (CGPC-opm) via the district commander.

**6.A.4.f. Command Responsibility**

Commands having officers detailed to duty involving flying as technical observers shall institute appropriate procedures to ensure submission of required reports and termination of orders to duty involving flying when the justification of such orders is changed, or no longer exists. Individuals detailed to duty involving flying as technical observers will be identified as noncrew members on all flight reports and certificates.

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## **6.A.5. Flight Surgeons and Aviation Medical Examiners**

Refer to  Article 19.A.7.

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## **6.A.6. Coast Guard Law Specialist**

### **6.A.6.a. Coast Guard Law Specialist**

A Coast Guard Law Specialist is a commissioned officer of the Coast Guard who has successfully completed all requirements specified in paragraph b. of this article and has been designated as a law specialist by the Commandant.

### **6.A.6.b. Eligibility**

Active duty commissioned officers of the Coast Guard and commissioned officers of the Coast Guard Reserve serving on active duty or in a Coast Guard Reserve legal billet if not on active duty are eligible to be designated a law specialist provided they are:

1. A graduate from a law school accredited by the American Bar Association.
2. An active member of the bar of a Federal court or the highest court of a state or territory of the United States or the District of Columbia.
3. Assigned to PCS duty as a law specialist, or approved for such designation by the Chief Counsel, e.g., serving in a Coast Guard Reserve legal billet if not on active duty.

### **6.A.6.c. Procedures**

Commissioned officers desiring designation as a law specialist shall submit a letter request via their chain of command **to Commandant (G-LPD) for determination by the Chief Counsel. When a designation is made, G-LPD will notify Commander, (CGPC-opm) for appropriate documentation in the records. The letter should contain the following information:**

1. Name of the law school attended and graduation date.
2. Name of the bar in which admitted to practice law and admission date(s).
3. The officer billet code number and specific legal duty to which assigned, or other basis for requesting designation.

NOTE: Evidence of law school graduation and a license to practice law shall also be enclosed with the basic letter.



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## **6.C. Qualifications for Officers and Enlisted Personnel**


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### **6.C.1. Duty Involving Diving (DUID)**

#### **6.C.1.a. Policies**

Policies concerning the Coast Guard Diving Program are contained in the  Coast Guard Diving Policies and Procedures, COMDTINST M10560.4 (series).


#### **6.C.1.b. Procedures**

 COMDTINST M10560.4 sets forth procedures for commanding officers to ensure candidates are fully qualified to attend the Navy Underwater Diving Schools. It promulgates guidelines for establishing and disestablishing diving allowances, updating approved equipment lists, and provides guidelines on application procedures and requalifications.

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### **6.C.2. Cutterman Insignia**

#### **6.C.2.a. Eligibility Requirements**

Eligibility requirements for the officer and enlisted Cutterman Insignia are contained in the  Cutter Training and Qualification Manual, COMDTINST M3502.4 (series). Entitlement to wear the Insignia will now represent an individual's desire to pursue a seagoing career, and is based on the successful completion of specific Personnel Qualification Standards (PQS), or unit job Qualification Requirements (JQR) where no fleet PQS exists.

#### **6.C.2.b. Temporary Entitlement**

Personnel permanently assigned sea duty may wear the Insignia, while so assigned, upon completion of at least six months continuous satisfactory service aboard such cutter and having been certified by their commanding officer. Personnel previously certified may wear the Insignia when reporting aboard for a subsequent tour of sea duty. Upon completion of each tour afloat, the Insignia shall be removed from the uniform except when cumulative total of sea duty exceeds five years.

#### **6.C.2.c. Permanent Entitlement**

Multiple assignments at sea, totaling not less than five years of sea service, must be completed before an individual is eligible to wear the Cutterman Insignia.

**6.C.2.d. Manner of Wearing**

The manner of wearing the Cutterman Insignia shall be in accordance with the  Uniform Regulations, COMDTINST M1020.6(series).

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**6.C.3. Port Security Unit (PSU) Insignia**

**6.C.3.a. Eligibility Requirements**

The PSU Insignia was created to recognize the accomplishments of becoming qualified in the area of port security unit operations. The PSU Insignia will be awarded to those who have qualified in the areas of PQS/basic skills courses for PSUs, served as a member of a PSU for a given time, and demonstrated a practical application of those skills in a PSU setting. The PSU Insignia will be issued as a permanent award only.

**6.C.3.b. Qualifications**

The PSU insignia qualification is divided into three areas based upon the date of the formal commissioning of the first PSU, 1 May 1995:

1. Qualifications for those who served with PSUs and deployed to an in-theater operation prior to 1 May 1995
  - a. Graduate of the Camp Blanding PSU course or a member of PSU 310/302/303 and attended the Dessert Shield or Uphold Democracy ramp up training at Camp Perry or the U.S. Marines Combat Skills Course at Quantico, VA; and,
  - b. Successfully deployed as a member of a PSU during Operation Desert Shield, Desert Storm for a minimum of 30 days, or Operation Uphold Democracy for its duration.
2. Qualifications for those who completed PSU Skills training but did not deploy to Desert Shield, Desert Storm or Operation Uphold Democracy; served with a PSU, and participated in two PSU deployment operations prior to 1 May 1995 are:
  - a. Graduate of the Camp Blanding PSU course or the Dessert Shield ramp up training at Camp Perry in 1990 or the U.S. Marines Combat Skills Course at Quantico, VA; and,
  - b. A member of a PSU for two years prior to 1 May 1995; and,
  - c. Successfully completed ADT periods for at least two of the listed deployments: Flame River 92, Forward Sentinel 93, Flame River 93, PSU Focus Training 94, Allegiant Sentry 94, Allegiant Sentry 95, Freedom Banner 95.

3. Qualifications for those who served with PSUs after 1 May 1995:
  - a. Completion of PSU Basic Skills formal training conducted at either an established school, by a specific port security unit, or by a PSU training team approved by Commandant (G-OPD) (e.g., Phoenix Readiness at Fort Dix, USMC Basic Training at Camp Pendleton or PSU TRADET); and,
  - b. A minimum two-year assignment to a PSU; and,
  - c. Completion of all billet assigned PQS unique to the WQSB as outlined in the Operational Logistics Support Plan for PSUs, COMDTINST 4081.8 (series) as well as mandatory all hands PQS training requirements (sections 0.1, 1.6, 3.1, 3.2, 7.1, 7.2) as outlined in the the PSU Personnel Qualification Standard, COMDTINST 1540.11 (series); and,
  - d. Fully met all overseas deployment qualification standards during the two-year period (Waiverable through Area staff (AOFP/POFT)).

#### **6.C.3.c. Applications**


1. Current PSU members requesting award of the insignia will submit a package illustrating their completion of PQS to the unit command to evaluate the member's qualifications for the PSU insignia. If it is determined that a candidate meets all qualifications, the unit CO will award the insignia to the candidate.
2. SELRES members who are not currently assigned to a PSU shall submit their package to their respective command for validation and award of the insignia. COs are authorized to award the PSU insignia upon presentation of the application package and determination that the award criteria have been met. The application package shall provide evidence of PQS completion and performance (post 1 May 95) or evidence of completion of Camp Blanding PSU Course, Desert Shield Ramp-Up Training at Camp Perry in 1990, or the U.S. Marine Combat Skills Course at Quantico, VA. Members in this category who apply for the insignia will be notified in writing of the results of the review.
3. Persons no longer in the Coast Guard or Coast Guard Reserve who meet the criteria in Article 6.C.3.b. may submit completed packages to Commandant (G-WTR-1), U.S. Coast Guard, 2100 Second Street, S.W. Washington, DC 20593. Members in this category who apply for the insignia will be notified in writing of the results of the review.

#### **6.C.3.d. Issue and Procurement**

The awarding of the insignia will be made with appropriate accompanying ceremony. The initial issue will be provided to the individual by the Coast

Guard, and will be procured from authorized sources with unit AFC-30 funds. Subsequent procurements are the responsibility of the individual.

**6.C.3.e. Manner of Wear**

This insignia shall be worn in accordance with  Uniform Regulations, COMDTINST M1020.6 (series).

1. The PSU insignia will be the senior insignia of precedence if the member is a current member of a PSU and is authorized to wear another insignia. If the member is authorized to wear two insignia and is not attached to a PSU or a unit authorized to wear the other insignia (e.g., wearing a cutterman's pin and being assigned to a cutter), both insignia can be worn simultaneously. The current or most recently earned insignia will be the senior insignia worn uppermost.
2. Enlisted personnel entitled to wear the PSU insignia, who are subsequently advanced to officer status (including Warrant Officers) may continue to wear the enlisted device until qualifications to wear an officer's device have been met, at which time, the officer's device shall be worn.



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## **7.A. Leave**

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### **7.A.1. Statutory Authority**

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#### **7.A.1.a. Title 10, USC**

10 USC **Chapter** 40 as amended, is authority for leave for military personnel.

#### **7.A.1.b. Public Law 93-344**

The Congressional Budget and Impoundment Control Act, Public Law 93-344, enacted 1 July 1976, established new dates for fiscal years: they begin on 1 October and end on 30 September. Service members are allowed to carry over only 60 days of leave into a new fiscal year unless embarked away from homeport on a vessel or aircraft for more than 60 consecutive days. If attached to an eligible unit, personnel may carry over leave up to a maximum of 90 days. (☛ Article 7.A.15.)

#### **7.A.1.c. Public Law 94-361**

The DOD Appropriation Authorization Act of 1977, Public Law 94-361, Section 304, enacted 14 July 1976, amended 37 USC 501 to provide as follows:

1. Effective 14 July 1976, payments for leave may not be made to a member who is discharged for the purpose of accepting a commission, appointment as a warrant officer, or entering into an enlistment, in any Uniformed Service.
2. Effective 14 July 1976, where payment for accrued leave is authorized, the member may elect to receive payment for a portion of the accrued leave, and have the remaining accrued leave carried forward to a new enlistment in any Uniformed Service.
3. For any service performed by a member on or after 09 February 1976, lump-sum leave payments may be authorized not to exceed a career total of 60 days. The number of days upon which payment may be based shall be determined without regard to any break in service or change in status in the Uniformed Services.
4. Under the savings provisions of the amended Section 501 (h), Title 37, USC, members who had leave balances of 60 days or less of accrued leave on 31 August 1976 shall, at their option, continue to be paid for lump sum leave based on basic pay, Basic Allowance for **Housing Type II (BAH-II)**, Basic Allowance for Subsistence (BAS), and personal money allowance, as appropriate. Cash settlement of leave accrued on and after 01 September 1976 will be on the basis of basic pay only. Should a member reduce the 31 August 1976 leave balance through usage of leave

subsequent to 31 August 1976, the new balance establishes the amount of accrued leave for which **BAH-II**, BAS, and personal money allowance may be paid during subsequent leave settlement.

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## **7.A.2. Definitions**

### **7.A.2.a. Leave**

Leave is the authorized absence of an individual from a place of duty, chargeable against such individual in accordance with applicable law.

### **7.A.2.b. Earned Leave**

“Earned leave” describes the amount of leave accrued to an individual's credit as of any given date. Earned leave may indicate a minus leave balance; a minus leave balance must not exceed the amount of leave a member normally would during the remaining period of obligated active duty.

### **7.A.2.c. Advance Leave**

Advance leave is leave granted a service member, with pay and allowances, prior to its actual accrual based on the reasonable expectation that the amount advanced will be earned prior to the member's separation.

### **7.A.2.d. Excess Leave**

Excess leave is authorized leave over and beyond any earned or advance leave that can be granted during which the member is not entitled to pay and/or allowances. A minus leave balance at the time of discharge, first extension of an enlistment, separation from active duty, desertion, or death is considered as excess leave without regard to the authority under which the leave resulting in a minus balance was granted. ☛ Article 7.A.22 for instructions on checkage of pay and allowances for excess leave.

### **7.A.2.e. Sick Leave**

“Sick leave” describes a period of authorized absence granted to persons while under medical care and treatment. Sick leave is not chargeable as leave, but periods which exceed two days will be reported in accordance with the ☛ Personnel and Pay Procedures Manual, **HRSICINST M1000.2** (series).

### **7.A.2.f. Academy Graduation Leave**

“Graduation leave” describes a period of absence authorized by the Commandant to be taken as delay en route to the first duty station in the case of graduates of the Coast Guard Academy who are appointed commissioned Coast Guard officers. Graduation leave is not chargeable as leave.

**7.A.2.g. Advance Leave That Becomes Excess Leave**

Advance leave that becomes excess leave when a member accepts an appointment as a warrant or commissioned officer of the Armed Forces, or is discharged for the purpose of reenlisting within 24 hours, may be carried over to the new term of service as advance leave, not to exceed 30 days or the maximum number of days that could be earned in the new term of service, whichever is less. Any leave carried forward will count against leave that is earned during the new term of service. For excess leave that cannot be carried forward under this section, instructions regarding the checkage of pay and allowances will apply. (☛ Article 7.A.22.)

**7.A.2.h. Leave to Visit Foreign Countries and Places Outside CONUS**

The provisions of ☛ Section 16.J. apply for requests for leave to visit foreign countries.

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**7.A.3. General Instructions for Granting Leave**

**7.A.3.a. Opportunity to Take Leave**

Insofar as Service requirements permit, all personnel shall be afforded the opportunity and be encouraged to take leave annually. Personnel not taking leave when afforded should be cautioned that such refusal may result in a loss of earned leave at a later date.

**7.A.3.b. Yard Periods**

Officers authorized to grant leave should consider the character and extent of work to be undertaken by the individual units at the time when leave periods and overhauling periods coincide in order that the work planned may be accomplished without resorting to curtailment of leave, liberty, and recreation normally given at such times. The accumulation of the maximum leave or loss of accrued leave at the end of the fiscal year is discouraged.

**7.A.3.c. While Assigned INCONUS**

To avoid the possibility of forfeiting leave or of taking leave in remote localities while on duty overseas or in remote areas, all personnel should request and be granted leave during tours of duty within the United States.

**7.A.3.d. Combining Leave and Liberty**

Officers authorized to grant leave shall not authorize two or more requests for leave which immediately precede and immediately follow a regular liberty period. A member may not be on leave, immediately return to liberty status, then immediately resume leave status. Instead, the whole period of absence is charged as leave.

**7.A.3.e. Financial Responsibilities**

Officers authorized to grant leave shall assure themselves that personnel going on leave, particularly to places of considerable distance from their duty station, not only have sufficient funds to reach the stipulated leave address but also to return to their duty station. Although provisions exist to furnish transportation to personnel on leave requiring assistance, the fact such transportation costs are eventually checked against the accounts of personnel should not be considered as relieving them from all liability to disciplinary action for failure to comply with such orders as the officer granting leave may issue on the subject. (☛ Article 7.A.16.)

**7.A.3.f. Leave Address**

Personnel on leave shall keep their commanding officers advised of their leave address.

**7.A.3.g. Leave Status**

Since the number of days service members may be absent and still be entitled to pay is fixed by statute, each individual must be informed of his or her current leave status at the time of each request for leave.

**7.A.3.h. Expiration of Leave**

Upon expiration of leave, an individual will rejoin the vessel or other unit to which attached. If the vessel to which assigned changes location while the person is on leave, the following applies:

1. When the member arrives at a port to which directed to return from leave and the vessel is not inport, the member shall report immediately to the senior officer present or to the district commander by rapid means and request instructions.
2. If the member was advised of the relocation prior to departure on leave, the member must return to the vessel at his or her own expense when leave expires.
3. If the member did not know of the vessel's relocation before he or she departed on leave, when directed by competent authority, he or she will be transported at Government expense as authorized by the Joint Federal Travel Regulations, Vol. 1, U7215.

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**7.A.4. Granting and Charging Leave****7.A.4.a. Amount of Leave Granted**

The amount of leave a command may grant depends on the occasion for the leave and the further limitations outlined in Article 7.A.5. With each occasion for leave are instructions on limits on granting each. Senior command may further limit leave.

**7.A.4.b. Advance Leave**

In no case will any command grant more than earned leave plus 30 days advance leave without approval of the Commandant except that on transfer overseas, advance leave may be granted in an amount that will not result in more than a minus balance of 30 days at the beginning of the next fiscal year. Officers granting leave should caution personnel that advance leave resulting in a minus balance on the date of discharge, first extension of enlistment or separation from active duty becomes excess leave and is subject to checkage of pay and allowances.

**7.A.4.c. Additional Advance Leave**

When advance leave has been taken previously and not yet fully earned, additional advance leave may be granted only in such amount as will ensure that the total leave advanced, but not yet earned, does not exceed 30 days, or the total amount of leave that may be earned by the date of discharge, first extension of enlistment or separation from active duty, whichever is the lesser.

**7.A.4.d. Requests to Commandant (G-WPM)**

Requests for leave in excess of that which can be granted in the field must be submitted with recommendation to Commandant (G-WPM) for approval.

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**7.A.5. Occasion for Leave and Authority to Grant****7.A.5.a. Area and District Commanders**

Only the Commandant grants leave to area and district commanders. Commanding officers of headquarters units shall submit requests for leave as directed by the chief of the headquarters office having technical control over their commands.

**7.A.5.b. Regular Leave**

District commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, commanding officers of district units or such officers as they may designate, may grant any amount of regular leave to which officers and enlisted personnel may be entitled, subject to the

limitations of Article 7.A.4, and subject to such restrictions as may be imposed by higher authority.

**7.A.5.c. Delay En Route**

Delay en route, chargeable as leave, is granted in connection with transfers to a new duty station, to and from school, or to and from temporary duty station. Provided reporting dates specified in orders are met, district commanders and commanding officers may grant delay en route chargeable as leave, not to exceed these limitations:

1. Officers - 20 days or amount of delay en route specified in orders.
2. Enlisted Members - 60 days or amount of delay en route specified in orders. The command from which a person is transferred shall inform the individual about leave and proceed time. The applicable information in the following sample statements should be included in the orders:

You are authorized \_\_\_\_\_ days delay en route to count as follows: \_\_\_\_\_ days leave, \_\_\_\_\_ days proceed time, \_\_\_\_\_ days travel time. Report by \_\_\_\_\_.

**7.A.5.d. Emergency Leave**

Emergency leave, and extensions to it, may be granted to Service members for emergencies within their or their spouses' immediate family whenever the circumstances warrant and the operational situation permits, based on the judgment of the officer granting the leave and the desires of the Service member. Immediate family means: father, mother, person standing in loco parentis, spouse, children, brother, sister, or only living relative. Since most family emergencies are highly time-dependent, swift, sensitive action on emergency leave requests is essential. Circumstances which warrant granting emergency leave include:

1. Death of a member of the service member's or spouse's immediate family.
2. Presence will contribute to the welfare of a dying member of the Service member's or spouse's immediate family.
3. Serious illness of a member of the service member's or spouse's immediate family resulting in family problems which impose a responsibility on the service member or spouse which must be met immediately and cannot be accomplished from the duty station or by other means.
4. Failure to return home will cause severe or unusual hardship to the service member, his or her household, or immediate family. Exercise

care to ensure an emergency exists and the member's presence can resolve or alleviate the situation. Should a question about the validity of an emergency situation exist, request assistance in determining its validity from the Service activity nearest the location of the emergency or an American Red Cross office. However, exercise caution that delays in verifying emergency conditions do not result in the member's arriving too late to accomplish the purpose for which the leave is intended. Disciplinary or administrative action, as appropriate, in cases of abuse are more acceptable alternatives. Before granting extended emergency leave involving excess leave, consider the advisability of hardship transfer or discharge. District commanders and commanding officers may grant emergency leave to officers not to exceed 30 days at any one time and to enlisted members not to exceed 60 days at any one time.

#### **7.A.5.e. Home Awaiting Orders Status**

A member whom a Physical Evaluation Board (PEB) finds unfit for continued service and who does not need further hospitalization may be ordered to a home awaiting orders status pending final action on the board's findings, with the approval of Commander, (CGPC-opm) or (CGPC-epm). Use a home awaiting order status only when the member's separation is assured, not in situations when limited duty or sick leave are more appropriate. These procedures apply when assigning a home awaiting orders status to a physical disability evaluatee. His or her commanding officer shall advise the evaluatee of these procedures.

1. Any time spent in a home awaiting orders status will be charged against the evaluatee's leave account as long as there is a leave balance.
2. Pay in a home awaiting orders status as a result of disability evaluation will be in accordance with the U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series).
3. While in a home awaiting orders status, evaluatees have the option of residing at one of the following locations to await final orders in connection with retirement, discharge, or release:
  - a. The vicinity of their current duty station.
  - b. Their home of record.
  - c. The place where ordered to active duty.
  - d. The place where they accepted initial commission or accepted enlistment.
4. In connection with (3) above, evaluatees must report any change of address to their unit.



5. Travel, transportation of dependents, and shipment of household goods shall comply with Chapter 5 of the Joint Federal Travel Regulations (JFTR), Vol. 1.
6. Evaluatees are entitled to a travel allowance to their home of record or other "waiting point" authorized in the orders, and then travel from there to the place of final retirement, discharge, or release in accordance with JFTR, Par. U5125-E.
7. An officer placed in a home awaiting orders status who desires orders to a "waiting point" during the interim period shall submit a letter request to Commander, (CGPC-opm).
8. An enlisted member in a home awaiting orders status who desires orders to a "waiting point" during the interim period shall submit a letter request to Commander, (CGPC-epm).
9. The evaluatee shall notify the cognizant district or commanding officer of a Headquarters unit, Commander, (CGPC-adm-1), (CGPC-opm), or (CGPC-epm) of the date and hour of arrival at a "waiting point" or home. A form for use by the evaluatee stating travel itinerary and arrival at the point of selection will be prepared as follows on a separate sheet and enclosed with the orders:

Enclosure (1) to orders of (Name of Evaluatee) Dated (Date):  
Departed (Duty Station) at (Hour), (Date), by: (Transportation  
Mode: Private Auto, Rail, Commercial Air, etc.). Arrived  
(Home of Record or Other Place Selected) at (Hour), (Date).

(Evaluatee's Signature)

10. Before leaving the current duty station, those parts of the separation or release process, including applicable portions of **DD** Form 214, requiring the presence of the evaluatee shall be completed so final retirement, discharge, or release action can be accomplished by mail, when later directed.

#### **7.A.5.f. Sick Leave**

1. Sick leave is granted for illness, injury, and convalescence. In all cases, sick leave which exceeds two days will be reported in accordance with the Personnel and Pay Procedures Manual, **HR**SICINST M1000.2 (series). Sick leave, not to exceed a cumulative total of 30 days (42 days for postnatal recovery) for any one illness or injury, may be granted by district commanders and commanding officers without approval of the Commandant under the following conditions:


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- a. To personnel who have been under medical treatment and whose physical condition precludes a return to duty, but does not necessitate further active treatment, and for whom a period of sick leave has been recommended by a medical officer of one of the Uniformed Services, or, in the absence of such officers, by a practicing physician. To personnel who have been excused from duty for treatment, or medically directed self-treatment, in home, barracks, or other non-hospital facilities (hotel, motel, occupying beds in dispensaries, etc.), when such absence is accounted for by a certificate from a medical officer of the Uniformed Services, or, in the absence of such officers, by a certificate from a practicing physician showing that the person has been unable to perform duty.
  - b. Upon recommendation of a medical board or a physical evaluation board.
2. When a hospital used by a member of the Coast Guard is located some distance from the district office, the district commander may designate a command, so located as to be more appropriate, to take action in granting sick leave.
  3. Requests to Commandant for approval of sick leave beyond the limits mentioned above shall include full justification by competent medical authority as to why additional sick leave is needed. Prepare requests in the following format:


ALPHA	Name, rate or grade, social security number.
BRAVO	Duty station where member will be assigned if sick leave is not granted.
CHARLIE	Date last fit for duty. In traumatic injury cases, indicate date of injury.
DELTA	Diagnosis.
ECHO	Medical or surgical treatment received including dates (briefly in six words or less). Examples: (1) Hospitalized two weeks, adjusted to medications; (2) Appendectomy on 02 June 1996.
FOXTROT	Present medical care status (inpatient, outpatient or discharged).
GOLF	Prognosis for return to duty, include date.
HOTEL	Possibility of convening medical board and date.
INDIA	Amount of sick leave utilized to date.
JULIET	Amount of additional sick leave requested.
KILO	Provide medical reason why member cannot perform light desk work duties, full or part time.
LIMA	Medical point of contact (name and phone).

4. Do not grant sick leave to personnel awaiting administrative processing for discharge who have been evaluated by medical authorities as unsuitable for further service by reason of a character and behavior disorder. Refer exceptional cases to Commander, (CGPC-opm) or (CGPC-epm) with full documentation.

#### **7.A.5.g. Maternity Leave**

District commanders and commanding officers may grant maternity leave without the Commandant's approval for prenatal periods up to a cumulative total of 30 days. A medical officer or practicing physician shall certify all periods of prenatal leave as necessary. In addition, postnatal leave of 42 days shall be granted without referral to Commandant. Members on postnatal leave may, with their physician's concurrence, terminate their leave status sooner. Forward requests for approval of prenatal and postnatal leave beyond these limits as prescribed in  Article 7.A.5.h.

#### **7.A.5.h. Elective Medical Care**

1. When an active duty member pursues elective medical care (i.e., care not required to maintain fitness for duty) from either a civilian or military provider, the command must make a personnel decision regarding use of regular duty time for both treatment and, if needed, convalescent absence. Sick leave is not normally appropriate for elective surgeries and although the command may authorize an administrative absence (i.e., time to attend a doctor's appointment), the member is not entitled to this. Elective care should normally be obtained on the member's own time which may include the use of regular leave for convalescence. The member must fund elective care obtained from a nonfederal provider, except as authorized by the  Medical Manual, COMDTINST M6000.1 (series). Follow-up care from a nonfederal provider due to complications must also be funded by the member, even if the follow-up procedures are NOT elective, and even if the original elective care was rendered at a federal facility.
2. When requesting command approval for elective care, members are not required to state the procedure being done or provide specific details. They must, however, provide an estimate of the time period required for the care and subsequent rehabilitation and the extent to which fitness for duty will be effected, e.g., will require crutches for 10 days, etc.
3. Because any medical condition, procedure or treatment, could possibly lead to complications and subsequent action by the physical disability evaluation system, and to protect the interests of both the service member and the Coast Guard, the command is responsible to

**ensure the member provides a letter to the command in which the member states and accepts the following:**

- a. action to be taken by the command regarding the granting of administrative absence (i.e., regular leave or sick leave);**
- b. that the service member was instructed regarding the provisions of this section; and,**
- c. that the service member must, upon completion of the procedures and any follow ups, obtain copies of all treatment records from the provider for inclusion into the health record (initial evaluation, treatment plan, operative report, lab reports, follow-up care, etc).**

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## **7.A.6. Leave in Connection with Temporary Additional Duty**

### **7.A.6.A. Delay En route**

At his or her discretion the commanding officer may grant delay, to count as leave, in connection with temporary additional duty, including courses of instruction, in any amount of leave to which officers and enlisted personnel may be entitled, subject to Article 7.A.4. limitations and such restrictions as higher authority may impose.

### **7.A.6.B. Careful Screening of Leave Requests**

Commanding officers shall carefully screen each request for leave to ensure that temporary additional duty orders are not being requested as a means to defray transportation expenses to and from place of leave. Leave will be approved only when it is clearly indicated that the temporary additional duty is essential and no additional cost to the Government is involved. If approved, the leave will be incorporated in the orders or by endorsement thereof.

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## **7.A.7. Emergency Leave Transportation**

### **7.A.7.a. Statutory authority**

Individual's Status	Relevant JFTR Paragraph
Member Serving on Permanent Duty OCONUS	<b>U7205-B1a</b>
Command-Sponsored Dependents Residing OCONUS	<b>U7502-B2a</b>
Member Serving on Permanent Duty in CONUS with Domicile OCONUS	<b>U7205-B1c</b>
Dependents Residing in CONUS	<b>U7205-B2c</b>
Member Performing Temporary Duty or Assigned to a Ship Away from Homeport	<b>U7206</b>

1. Attendance at professionally sponsored technical, scientific or educational meetings, when the meeting bears a direct relationship to the Coast Guard's primary duties or the member's professional background. Also included are Service related professional organizations; e.g., NNOA, ANSO, WOPA, etc. Attendance should clearly enhance the member's value to the Service.
2. Attendance of a member of the Board of Directors of a Coast Guard credit union at meetings of associations, leagues, or councils formed by Coast Guard credit unions, which has a purpose directly relating to the Coast Guard Credit Union Program.
3. Participation in inter- or intra-Service sporting events. Participation includes providing essential support services.
4. Participation in U. S. Olympic or other national or internationally sanctioned athletic competitions or tryouts.
5. Participation in other official or semi-official programs of the Coast Guard for which TEMADD or TEMDU is not appropriate. The programs shall enhance the member's value to the Coast Guard or understanding of the Coast Guard.
6. Participation in Scouting and American Legion Americanism programs is authorized within the limits of manpower availability. Commanding officers are authorized to issue permissive travels orders for personnel to participate in activities associated with the following programs:
  - a. Boy Scouts of America.
  - b. Girl Scouts of America.
  - c. Camp Fire Girls, Inc.
  - d. Explorers.
  - e. American Legion Boys State or Boys Nation.
  - f. American Legion Girls States or Girls Nation.
7. Relocation and Familiarization: **Members in receipt PCS orders are authorized up to ten consecutive days of administrative absence to travel to the area of their new duty station for house hunting and familiarization.** The **ten** days may be extended by combining with weekends, holidays, leave, liberty, or TAD. Commanding officers shall carefully screen requests for TAD to ensure these orders are not being used as a means to defray transportation expenses to and from the place of permissive travel. (**Note:** This should not be confused with "Operational Familiarization" travel, which is a member's travel to the new permanent duty station when the receiving command has an operational need for that member. TAD travel is appropriate for this type of travel). To avoid any perception of abuse, combining funded Operational Familiarization with no cost Relocation or Familiarization travel is not authorized. While the purpose of this "administrative absence" is to travel to the new duty station, there are limited circumstances when it may be appropriate for

the new duty station to grant up to **ten consecutive** days absence after reporting. Those circumstances are when the member:

- a. Was unable to execute permissive orders under this section due to distance, cost, absence on temporary duty, or family relocation problems, and
  - b. Will not be authorized government-owned or leased housing at the new station.
8. Family Relocation to the area of the member's new duty station. If a member is issued and must execute PCS orders on short notice (less than 60 days), commanding officers may authorize up to **ten consecutive** days absence to allow the member to return to their old duty stations to relocate their families to their new duty stations. The **ten consecutive** days absence may be extended under the same conditions as subparagraph (7) above. Any members transferred PCS under this condition are entitled to **ten** days administrative absence even if they are authorized Government-owned or -leased housing at the new duty station.
9. The Hometown Recruiting Program, for graduates of Recruit Training, Class "A" Training, the Coast Guard Academy, and Officer Candidate School, allows them an opportunity to return to their recruiting offices before reporting to or while serving at their first duty station for a period of up to 30 days. Their task is to relate recruit training, "A" School, Academy, and officer training experience to prospects and applicants in the recruiting office or during school visits, career fairs, and public displays. Participating in the Hometown Recruiting Program depends on recruiting needs, the impact on the graduate's career, and affect on the new duty station. The recruiting office must request the graduate before permissive orders will be granted. Based on recruiting needs, these officers may authorize up to 30 days of permissive orders to participate in the Hometown Recruiting Program:
- a. Commanding Officer, Training Center Cape May for those who have successfully completed recruit training.
  - b. The commanding officer of the cognizant training command for those who have successfully completed Class "A" School training.
10. Up to five days can be authorized to attend to associated family needs immediately following the birth or adoption of a child. Female members may not combine this with maternity leave.

#### **7.A.10.c. Unauthorized Travel**

Permissive Travel for relocation or familiarization shall not be authorized in the following circumstances:

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## **7.B. LIBERTY AND COMPENSATORY ABSENCE**

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### **7.B.1. Definition of Liberty**

#### **7.B.1.a. Liberty**

Liberty is defined as any authorized absence granted for short periods to provide respite from the working environment or for other specific reasons. Liberty includes regular and special liberty periods. It is not chargeable as leave and leave rations shall not be paid to enlisted members.

#### **7.B.1.b. Regular Liberty**

Regular liberty is a period, not to exceed three days, commencing at the end of the normal working hours on a given day and expiring with the start of normal working hours on the next working day. Public holiday weekends and periods which, by the direction of the President, are extended to exceed 72 hours are considered regular liberty periods.

#### **7.B.1.c. Special Liberty**

Special liberty is a period granted outside regular liberty periods for unusual reasons, such as compensatory time off, emergencies, exercising voting responsibilities of citizenship, observing major religious events requiring the individual to be continuously absent from work or duty, or for special recognition. Special liberty periods of three or four days may only be granted for special occasions outlined in Article 7.B.2.c.

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### **7.B.2. Policy on Liberty**

#### **7.B.2.a. Granting of Liberty**

Liberty, an instrument of command management, normally is granted outside of normal working hours to personnel not required to be physically present for work assignments which should have been completed, for additional essential work, or for the currently required level of operational readiness. Special liberty during working hours may be granted for its defined purposes when considered appropriate.



**7.B.2.b. Regular Liberty**

Liberty should normally be granted from the end of normal working hours on one day to the commencement of working hours on the next working day. On weekends, this regular liberty should normally be authorized to commence at the end of working hours on Friday afternoon until commencement of normal working hours on the following Monday morning. For members on shift work, equivalent schedules should be arranged, though the days of the week may vary. Regular liberty periods shall not exceed three days in length, except in the case of public holiday weekends and public holiday periods specifically extended by the President.

**7.B.2.c. Special Liberty**

Special liberty periods of three or four days may be granted on special occasions or in special circumstances, such as:

1. Compensation for significant periods of unusually extensive working hours.
2. Compensation to members on board ship in overhaul away from home port.
3. Compensation for duty in an isolated location where normal liberty is inadequate. (**Note:** This does not apply to units for which compensatory absence is authorized.)
4. As special recognition for exceptional performance, as determined by the commanding officer.
5. As a traffic safety measure on long weekends or to avoid peak traffic periods.

**7.B.2.d. Combining regular and special liberty**

Treat the combination of regular and special liberty as special liberty. **Special liberty and leave shall not be combined to permit continuous absence from the duty station. They shall not be effected in succession or series through commencement of one immediately upon return to duty from the other.**

**7.B.2.e. Compensatory Time**

When the operational situation permits, compensatory time off as liberty should normally be granted following in-port duty on national holidays. When granted, this compensatory time off should, except in unusual circumstances in individual cases, be granted the first working day after the

holiday. If a holiday falls on a weekend and a Friday or Monday is designated as the non-work day, compensatory time off is to be applied to both the holiday and the observed day, on a day-for-day basis.

#### **7.B.2.f. Treatment for Infectious or Contagious Diseases**

Members under treatment for infectious or contagious diseases shall not be granted liberty while in an infectious stage except in cases of urgent personal matters which, in the discretion of the command, require the member's presence.

#### **7.B.2.g. Public Holidays**

The following public holidays established by law will be observed except when military operations prevent. When such holidays fall on a Saturday, the preceeding Friday will also be considered a holiday. When such holidays fall on a Sunday, the succeeding Monday also will be considered a holiday. Holidays are charged as leave if they fall on or within the effective dates of leave:

New Year's Day	1 January
Martin Luther King Jr's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in September
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December
Other	When directed by proper authority under law

#### **7.B.2.h. Deprivation of Liberty**

Subject to the provisions of the Manual for Courts-Martial, restriction as a punishment may be awarded by courts-martial or at captain's mast (nonjudicial punishment) which will result in the deprivation of liberty. Assignment of extra duties shall not be construed to include deprivation of liberty on shore except during the hours such extra duties are being performed. Upon completion of the daily extra duty assignment, if the liberty period is long enough to permit, liberty should be granted on the days when the member concerned would normally be entitled to it.

**8.F.7.d. Release Date**

1. The release date is the day confinement is completed. It is arrived at by reducing the full-term of all sentences to confinement by proper credits and adjustments as described in Article 8.F.6.c. Commanding officers should request the release of prisoners only during normal working hours except under exigent circumstances. The purpose for this is to permit the brig to ensure that the individual receives adequate instruction and consideration for proper return to duty and to facilitate travel.
2. Similarly, except in genuine emergencies, brigs will effect the release of prisoners whose release dates fall on a Saturday, Sunday, or national holiday on the workday immediately preceding such non-workday(s). Where exceptions are necessary, telephone liaison with the commanding officer of the brig is appropriate.
3. A prisoner shall not be held in confinement beyond his or her release date in order to complete administrative actions, to await transportation, to complete payment of forfeiture of pay or because of indebtedness to the Government.

**8.F.7.e. Return of Personal Effects**

Upon release or transfer the brig will return a prisoner's valuables and other personal effects to the released prisoner or the escort(s), as appropriate.

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**8.F.8. Confinement in Federal Institutions**

**8.F.8.a. Transfer to a Federal Institution**

Sentenced prisoners may upon the completion of appellate review and provided the remaining unexecuted portions of the sentence include both an unsuspended punitive discharge and confinement of not less than 18 months be transferred to a Federal penal institution upon execution of the discharge. Action to transfer prisoners to a Federal penal or correctional institution normally will be initiated by the Department of the Navy, **Commander, Navy Personnel Command (PERS-84) via the Department of the Army. Long-term confinement sentences will be served at U.S. Naval Brig, (Charleston or Miramar), or the Disciplinary Barracks, Ft. Leavenworth, KS by enlisted members and at the Disciplinary Barracks, Ft. Leavenworth, KS by officers.**

**8.F.8.b. Preparation of Discharge**

Prisoners transferred to Federal institutions will be discharged from the Coast Guard in accordance with the provisions of the court-martial sentence. When

Commander, (CGPC-epm) orders the punitive discharge sentence executed (or Commander, (CGPC-opm) for officer prisoners), the command to which the prisoner has been administratively attached shall prepare the discharge to become effective on the date provided by the Commanding Officer/

**Commandant of the Navy or Army confinement facility.** The senior guard or escort will deliver the discharge certificate to the Commanding Officer **or Commandant of the Navy or Army** confinement facility. At that time the prisoner becomes the responsibility of the Department of the Navy **or Army** for confinement purposes, but the Coast Guard remains administratively responsible for the prisoner until final release from confinement.

#### **8.F.8.c. Final Court-Martial Promulgating Order**

The Commandant will furnish certified copies of the final court-martial promulgating order, to the prisoner's commanding officer.

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### **8.F.9. Local Restraint and Detention of Military Personnel**

#### **8.F.9.a. Difference between Confinement and Restraint**

There is an important distinction to be made between confinement as used in this section and short-term, emergency restraint or detention. Coast Guard military personnel may be confined only pursuant either to a convening authority's approval of an adjudged court-martial sentence or when ordered into lawful pretrial confinement. In either of these cases, confinement will be carried out in Naval brigs or correctional centers of the other Armed Forces. (☛ Articles 8.F.3 and 8.F.4.)

#### **8.F.9.b. Exigent Situations**

Commanding officers nevertheless retain authority to order the local, temporary physical restraint or detention of military members in exigent situations. Exigent situations would normally include those in which a member's immediate physical restraint is essential to protect the individual, others, or property from serious harm or injury. Commanding officers may also detain persons accused or suspected of serious offenses to ensure their presence until transportation to a designated Naval brig can be arranged. Persons ordered into physical restraint, as provided for in this paragraph, shall be restrained in a space providing adequate habitability features, and provided with necessary health and comfort items. In the unusual circumstance in which a command envisions the compelling need to restrain a person locally for a period exceeding 48 hours, a specific message request for extension will be transmitted to Commandant (G-WPM) stating the circumstances and justification for extension. Exceptions are granted only under grave circumstances.

**U.S. NAVY CORRECTIONAL CUSTODY UNITS (CCU'S)**

This exhibit provides the short title, mailing address, and commercial telephone number (unless indicated otherwise) for all U.S. Navy CCU's. If you need assistance with the confinement of a Coast Guard member, contact Commandant (G-WPM-1).

<b>Short Title</b>	<b>Mailing Address</b>	<b>Telephone</b>
CCU NAS Jacksonville	Commanding Officer Naval Brig Box 64 Naval Air Station Jacksonville, FL 32212-0064	(904) <b>542-3314</b>
NAVCONBRIG Charleston	Commanding Officer Naval Consolidated Brig 1050 Remount Rd Bldg. 3107 Charleston, SC 29406-3515	<b>(843) 743-0306</b>
Great Lakes Brig	Commanding Officer Navy Brig 2706 Sheridan Rd Bldg 914 Great Lakes, IL 60088-5130	<b>(847) 688-2157</b>
Guam Detention Facility	Senior Chief Petty Officer in Charge Naval Station Detention Facility Guam PSC 455 Box 199 FPO AP 96540-2900	011-671-339- <b>2927</b>
Guantanamo Bay PCF	Chief Petty Officer in Charge Naval Station Pretrial Confinement Facility GTMO PSC 1005 Box 98 FPO AE 09593-0098	011-53-99- <b>2228</b>
NAVCONBRIG Miramar	Commanding Officer Naval Consolidated Brig Miramar Suite 1 San Diego, CA 92145-5499	(619) <b>577-7000</b>

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CCU NAVSUBASE New London	Master Chief Petty Officer in Charge Pretrial Confinement Facility U.S. Naval Submarine Base Bldg 166 New London, CT 06349-5042	(860) <b>694-3654</b>
CCU Norfolk	Commanding Officer Naval Brig 8251 Ingersill Street Norfolk, VA 23511-2699	<b>(757) 444-5413</b>
CCU Pearl Harbor	Commanding Officer Naval Brig Ford Island Box 56 Pearl Harbor, HI 96860-6050	(808) 472-9410
CCU Pensacola	Officer in Charge Naval Brig/CCU 541 John H Tower Rd Pensacola, FL 32508-5315	<b>(850) 452-3620</b>
CCU Puget Sound	Commanding Officer Naval Submarine Base Bangor 2020 Guardfish St Silverdale, WA 98315-5000	(360)315- <b>4402</b>
CCU Yokosuka	Officer in Charge U.S. Naval Brig PSC 473 Box 9 FPO AP 96349-1101	011-81-0468- <b>21</b> -1911 Ext. 7015

**FIGURE 10.B.3.1.****ENLISTED PERFORMANCE EVALUATION RATING CHAIN**

Unit Type	Supervisor <sup>1</sup>	Marking Official <sup>1</sup>	Approving Official <sup>1</sup>	Appeal Authority <sup>1</sup>
Headquarters	Branch Chief or as Division Chief designates	Division Chief	Office and Staff Chiefs	Assistant COMDT (G-A, G-W, etc.) <sup>6</sup>
Area/MLC Offices/ <b>CGPC</b>	Supervisor as Branch Chief designates	Section Chief	Operations Branch or Chief, Staff Components	Area/MLC/ <b>CGPC</b> Commander
District Offices	Section Chief or as Branch Chief designates	Branch Chief	Division Chief or Chief, Staff Components	District Commander
Academy	Section Chief or as Branch Chief designates	Branch Chief	Division Chief	Superintendent (including EAGLE)
Headquarters Units <sup>7</sup>	As Division Chief designates	Division Chief	Commanding Officer	Commandant (G-WP)
Area/District Vessels/Units <sup>2</sup>	As Marking Official designates	Department Head, Division Chief <sup>5</sup>	Commanding Officer	Area/District Commander
Units/Vessels, Groups, Sections <sup>2</sup>	As Marking Official designates	Department Head, Division Chief <sup>5</sup>	Commanding Officer, Group/Section/Activity Commander <sup>8</sup>	District/MLC Commander
Group/Units/Vessels	As Commanding Officer or Officer-in-Charge designates <sup>9</sup>	Executive Officer/ Executive Petty Officer	Group Commander/ <sup>3</sup> Commanding Officer/Officer In Charge	District Commander
ADASGN Personnel and Reservists at PSUs and CNCWUs	As Commanding Officer designates	As Commanding Officer designates	Commanding Officer <sup>4</sup>	District/Area/MLC Commander
Master Chief Petty Officer of the Coast Guard	As designated by Approving Official	As designated by Approving Official	MCPO of the Coast Guard	Commandant (G-CCS)

**ENLISTED PERFORMANCE EVALUATION RATING CHAIN**  
**FOOTNOTES FOR FIGURE 10.B.3.1.**

1. ☛ Article 10.B.2. for specific guidelines on the definitions of the rating officials.
2. Includes ship indoctrination units, aircraft program offices, detachments, liaison offices, and other similar units. For those units where Figure 10.B.3.1. does not clearly indicate roles, contact Commander, (CGPC-epm-1) for direction.
3. Group and Activity Commanders will be the Approving Official for evaluations of officers in charge and may designate Marking Officials as defined in ☛ Article 10.B.2.1 (2).
4. The Approving Official must be a Coast Guard officer or Officer In Charge (E7 or above). Public Health Service Officials assigned to Coast Guard commands may sign as Approving Official.
5. **In rare circumstances, the Executive Officer or Executive Petty Officer may serve as Marking Official where he or she provides primary task direction.**
6. The Chief of Staff is the Appeal Authority for enlisted members assigned to the Commandant's Staff and the Vice Commandant's Staff. When the Commandant personally signs as Marking Official and Approving Official the Appeal Authority will be the Board for Corrections of Military Records.
7. Commander, (CGPC-CGRC) has been delegated authority to serve as Approving Official for those members assigned to duty as recruiters or administrative support staff at the Recruiting Center.
8. **Commander, Coast Guard Activities New York has been delegated authority to assign division chiefs as Approving Official and branch chiefs as Marking Official for those members assigned to duty within their marking chain.**
9. The supervisor must be an E6 or above.

**10.B.3.b. Delegating Approving Official Authority**

Approving Official authority may not be delegated.

**10.B.3.c. Approving Official Supervises Member**

If an evaluatee works directly for the Approving Official and no one else supervises the member, such as at district, MLC, CGPC, or Area independent staff components, liaison offices, detachments, etc., the Approving Official completes the entire evaluation and any appropriate Administrative Remarks.



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## **11.A. Casualties**

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### **11.A.1. General**

#### **11.A.1.a. Definition**

A casualty is broadly defined as a person who:

1. Has an illness, injury, or wound of a critical or serious nature;
2. Is missing (including missing in action, interned in a foreign country; or captured, beleaguered, or besieged by a hostile force—a prisoner of war);
3. Was killed in action or died of wounds, illness, or any other cause.

#### **11.A.1.b. Reporting Casualties**

A personnel casualty report is required when a Coast Guard member, former member within 120 days of separation, retired member, cadet, reservist, dependent, or PHS officer detailed to the Coast Guard dies, becomes seriously ill, or is hospitalized with a condition which could lead to a disability retirement. In the case of illness, use of the International Classification of Disease (ICD) code(s) is authorized and preferred. Using the ICD code(s) safeguards the sensitive, private nature of these cases and complies with the intent of the Privacy Act to protect the member and/or dependent.

#### **11.A.1.c. Reporting Requirements**

The unit first receiving notification of a casualty prepares a personnel casualty report. The personnel casualty report prepared in accordance with Section 5.A., Personnel and Pay Procedures Manual, **HRSICINST M1000.2** (series) must be released within four hours of receiving casualty information. (For instructions when death is imminent, **Physical Disability Evaluation System, COMDTINST M1850.2** (series)).

#### **11.A.1.d. Continental United States**

The term Continental United States (CONUS) as used in this chapter is defined as the contiguous 48 states and the District of Columbia.

#### **11.A.1.e. Third Party Claims**

The Federal Medical Care Recovery Act, implemented by Executive Order 11060 and an Attorney General Regulation, 28 CFR, Part 43, provides the authority under which a claim may be asserted to a third party in personal injury accidents.

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## **11.A.2. Reporting Procedures**

### **11.A.2.a. Time Constraints**

A report shall be submitted within four hours of the receipt of casualty information by the commanding officer or immediate superior in command of the member who suffers the casualty or by the command or unit receiving initial notification of a casualty occurring to a member while away from the regularly assigned unit.

### **11.A.2.b. Addressees on Message Traffic**

When any active duty member becomes a casualty at or near the unit to which assigned, the casualty shall be reported by message, if possible, to the commander of the district in which the next of kin resides. Commandant (G-WPM-2); the local district commander; commander, maintenance and logistic command; Coast Guard Personnel Command, and the Human Relations Services and Information Center (HRSIC) shall be information addressees. **All parties concerned are reminded that the information contained in these messages contain highly sensitive information and not for general distribution. Message traffic will be marked For Official Use Only (FOUO).**

### **11.A.2.c. When Away from Permanently Assigned Unit**

When a Coast Guard unit commanding officer learns a Coast Guard member on active duty has become a casualty while away from the assigned duty station, a message report of the casualty shall be forwarded immediately to the commander of the district in which the next of kin resides. Commandant (G-WPM-2), the local district commander, the member's district commander and commanding officer, and the commander, maintenance and logistic command, Coast Guard Personnel Command, and HRSIC are information addressees.

### **11.A.2.d. Reservists**

For a reservist on inactive duty training (drills), the casualty shall be reported in accordance with ☛ Article 7-E-2, Coast Guard Reserve Policy Manual, COMDTINST M1001.28 (series).

### **11.A.2.e. Retirees, Dependents, Former Members**

The commanding officer of any Coast Guard unit who receives information of the death of a retired member, dependent, or discharged person who dies within 120 days after separation shall verify the fact and notify Commandant (G-WPM-2) in accordance with the casualty report set forth in ☛ Section 5.A., Personnel and Pay Procedures Manual, **HRSICINST M2000.1** (series).

### **11.A.2.f. Fleet Home Town News**

Fleet Home Town News Center, Norfolk, Virginia, shall be an information addressee on all casualty reports.

reasons which underlie the request as revealed through interview. To receive an acknowledgment the request was received, submit a completed, self-addressed Acknowledgment/Referral Card, CG-4217, with the letter request.

**12.A.5.c. Deadline**

An officer may submit an unqualified request to resign (☛ Article 12.A.6.a.) not more than one year in advance but in sufficient time to reach Commander, (CGPC-opm) six months before the requested resignation date. Exceptions to these time limits may be granted in hardship cases.

**12.A.5.d. Acceptance**

A resignation has no effect until competent authority accepts it. Commander, (CGPC-opm) tentatively establishes the terminal date upon receiving and acknowledging the request for resignation. Normally, Commander, (CGPC-opm) can obtain authority to effect a resignation 12 weeks in advance of the effective date.

**12.A.5.e. Denying a Request**

Except in very unusual circumstances, Commander, (CGPC-opm) will not accept an officer's resignation under these conditions:

1. The officer has not completed obligated service.
2. The officer has not completed one year at his or her INCONUS **or two years at his or her** OUTCONUS duty station.
3. A state of emergency exists during which Service needs clearly preclude accepting a resignation.
4. Commander, (CGPC-opm) issued orders to duty outside the continental limits of the United States before receiving the letter tendering a resignation.

**12.A.5.f. Request for Reserve Commission**

An officer whose resignation is accepted and who has no obligation under 10 U.S.C. 651 is not required to accept a Coast Guard Reserve appointment. However, officers whose service has been satisfactory are encouraged to do so, since Reserve service will be desirable for the Coast Guard and advantageous to the individual. All officers requesting resignation shall state whether or not they desire a Coast Guard Reserve commission. **Requests for Reserve Commissions should be submitted to Commander, (CGPC-rpm). To ensure there is no break in service, requests should be submitted at least 120 days prior to discharge. Once the officer has been appointed by the Secretary of Transportation and has executed the Acceptance and Oath of Office form (CG-9556) PERSRUs should ensure the member is accessed into the Reserve in accordance with the SDA II User Manual, HRSICINST M5231.2 (series).**

#### **12.A.5.g. Temporary Officers**

An enlisted member serving as a temporary commissioned officer who resigns and has no obligation under 10 U.S.C. 651 will be discharged. A temporary officer who has an obligation and resigns will be offered either a Reserve commission followed by release to inactive duty or reversion to permanent status and transfer to the Reserve to complete the required service. Temporary officers who resign their commission are encouraged to accept a commission in the Coast Guard Reserve.

#### **12.A.5.h. Withdrawing a Request**

Based on Service needs, Commander, (CGPC-opm) may grant the officer concerned approval to withdraw a request to resign.

#### **12.A.5.i. Disapproving a Request**

The Commandant may decide to retain officers on active duty beyond their requested resignation date based on Service needs.

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### **12.A.6. Forms of Officers' Resignations**

#### **12.A.6.a. Unqualified Resignation**

1. The Coast Guard is interested in the reasons why an officer voluntarily separates from the Service and a Coast Guard career. Therefore, it is important for an officer submitting his or her resignation to state precisely the reasons for doing so. If an officer desires to resign to attend school, enter business, or accept a position in civilian life, he or she should say so. If an officer is resigning because he or she thinks his or her chances for promotion in the Service are poor, the pay is inadequate, or the deprivation of home life is excessive, he or she should state these reasons as well.
2. The form in which to submit an unqualified resignation is:
  - a. I hereby submit my resignation from the United States Coast Guard and request its acceptance effective [date].
  - b. [State reasons for resigning commission.]
  - c. I have been informed and understand if my request to resign is accepted, I subsequently shall receive a certificate of honorable discharge from the Coast Guard.
  - d. I [do/do not] desire a commission in the U.S. Coast Guard Reserve. I understand to receive retired pay at age 60, I must complete at least 20 years' satisfactory Federal service, the last eight years of which must be qualifying service as a Reserve component member in compliance with 10 U.S.C. 12731.

**12.A.6.b. Qualified Resignation if General Discharge Follows**

An acceptable form for submitting this type of resignation is:

I hereby submit my resignation from the United States Coast Guard and request its acceptance. I have been informed and understand if my resignation is accepted, I will receive a certificate of general discharge. Although the Coast Guard considers this separation to be under honorable conditions, I understand it is not the highest qualitative type of separation provided for Coast Guard officers; and, while I will be entitled to the major portion of veterans' rights and benefits presently authorized former officers whose service has been similar to mine, if any present or future statute specifically requires honorable discharge as a condition of granting rights or benefits, my eligibility for them may be at least doubtful.

**12.A.6.c. Resignation for the Good of the Service**

An acceptable form for submitting this type of resignation is:

I hereby submit my resignation from the United States Coast Guard for the good of the Service and request its acceptance. I have been informed and understand if my resignation for the good of the Service is accepted, I will receive a discharge under other than honorable conditions; I may be deprived of substantial rights, benefits, and bounties Federal or State legislation confers or hereafter may confer on persons with honorable service in or separation from the Armed Forces of the United States; and I may expect to encounter substantial prejudice in civil life in situations in which the nature of service rendered in or character of separation from the Armed Forces may have a bearing.

**12.A.6.d. Resignation in Lieu of Trial Before a General Court-Martial**

1. The usual form for submitting this type of resignation is:

I hereby submit my resignation from the United States Coast Guard for the good of the Service and in lieu of trial before a general court-martial. I have been informed and understand if my resignation for the good of the Service and in lieu of trial by general court-martial is accepted, I subsequently will receive a discharge under other than honorable conditions; I may be deprived of substantial rights, benefits, and bounties Federal or State legislation confers or later may confer on persons with honorable service in or separation from the Armed Forces of the United States; and I may expect to encounter substantial prejudice in civil life in situations in which the nature of service rendered in or the character of separation from the Armed Forces may have a bearing.

2. As the form of the resignation indicates, the officer concerned submits it as an alternative to facing trial before a general court-martial and to preclude the possibility such a trial might result in conviction, with ensuing sentence perhaps extending to dismissal from the Service and imprisonment. Whenever practical, an officer desiring to submit such a resignation should be given a receipted copy of the charges and specifications preferred; or, if they actually have not been preferred, should receive a receipted set of sample charges and specifications alleging offenses for which the officer might be brought to trial. Further, it is usually required prior to permitting an officer to resign in this manner he or she submit with the resignation a complete, detailed confession to the offense(s) at issue.
3. It is desirable for a psychiatrist, or a medical officer if a psychiatrist is not conveniently available, to submit for the case record a statement with his or her professional observations and impressions of the apparent mental and physical condition of the officer submitting the resignation.
4. Officers whose resignations for the good of the Service and in lieu of trial before a general court-martial are accepted will be awarded a discharge under other than honorable conditions.

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### **12.A.7. Releasing Reserve Officers to Inactive Duty**

#### **12.A.7.a. Conditions for Approval**

Commander, (CGPC-opm) will approve a request for release to inactive duty (RELAD) or early release from a Reserve officer who has not fulfilled his or her active duty obligation only under the conditions listed below. Reserve officers serving under an active duty agreement normally must complete the period of active duty specified by the agreement.

1. When a specific program for early releases applicable to all Reserve officers within a group has been approved.
2. When the needs of the Service clearly would be served by approving the request.
3. When a hardship of extreme degree exists which the officer's early release can alleviate.

#### **12.A.7.b. Automatic Release**

Reserve officers not serving under active duty agreements and who have no outstanding obligation for continued active service will be released automatically to inactive duty when their period of active duty expires.

Commander, (CGPC-opm) normally issues release orders four months in advance.

#### **12.A.7.c. Officers Outside CONUS**

**Members assigned to OUTCONUS units are required to complete a minimum of two years at that unit before Commander, (CGPC-opm) will consider them eligible for voluntary release.**

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#### **12.A.8. Involuntary Release of Reserve Officers**

At any time, the Commandant may release a Reserve officer involuntarily to inactive duty. Commanding officers or other officers in the chain of command may recommend an involuntary release from active duty of a Reserve officer in their command to Commander, (CGPC-opm). Submit and process a recommendation for involuntary release of a Reserve officer in the same manner as outlined in ☛ Article 12.A.11.

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#### **12.A.9. Discharging Active Duty Reserve Officers**

When it is necessary to recommend a Reserve officer serving on active duty for discharge from the U. S. Coast Guard Reserve, the following guidance applies.

1. Reserve officers with fewer than three years commissioned service being considered for an honorable discharge for the reasons in ☛ Article 12.A.15.c.1. will be processed as outlined in ☛ Article 12.A.11.b. Commander, (CGPC-rpm) will serve as a member of the panel of officers established in ☛ Article 12.A.11.b.
2. Reserve officers with fewer than three years commissioned service being considered for a general discharge for reasons contained in ☛ Article 12.A.15.c.2. or 3. will be processed by a single, special board of officers guided by the applicable procedures outlined in ☛ Article 12.A.15.h. A Reserve officer shall serve as a member of the board.
3. All Reserve officers with at least three years commissioned service being considered for discharge will be processed using the three-board process described in ☛ Article 12.A.15. A Reserve officer shall serve as a member of each board if possible.
4. Reserve officers discharged due to board action or at their request in lieu of board action receive an honorable discharge if ☛ Article 12.A.15.c.1. applies and a general discharge if ☛ Article 12.A.15.c.2. or 3. applies. Determine the amount of separation pay, if entitled, by computing years of service and basic pay as defined in the ☛ U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series).

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## **12.A.10. Physical Examination**

### **12.A.10.a. Terminology**

The term “unfit for continued service” is used in this Article rather than “not fit for duty.” “Not fit for duty” is a local medical term meaning the member is unable to perform the immediate duties to which assigned for a short period of time. A finding of “not fit for duty” does not qualify the member for processing in the Physical Disability Evaluation System (PDES), and does not mean the member is not qualified for separation. A member could be “not fit for duty” and still be separated if the existing impairment does not lead to a physical disability as defined in the PDES Manual, 1850.2 (series) unless Commander, (CGPC-opm) or (CGPC-epm) with the advice of Commander, (CGPC-adm) considers it necessary to correct a physical defect. “Unfit for continued service” means a physical disability exists which renders the member unfit to perform the duties of his or her office, grade, rank, or rating. This determination can be made only through the PDES and could lead to the member’s separation, except as provided in Article 17.A.2.

### **12.A.10.b. Requirement**

An officer being separated shall schedule any necessary physical examination so it is completed at least 60 days before the effective date of separation or release, although Commander, (CGPC-opm) will not delay a separation or release date solely because the officer failed to complete a scheduled physical examination. A scheduled separation or release date may be delayed only if a question exists about a member’s unfitness for continued service so as to require convening a medical board under the Physical Disability Evaluation System Manual, COMDTINST M1850.2 (series) or if serious disease or injury intervenes. The district commander or commanding officer of the Headquarters unit concerned will issue any travel orders necessary to obtain a physical examination.

### **12.A.10.c. Exemption**

If an officer has had a physical examination within one year of separation or release, a physical examination is not required before separation (e.g., retirement, resignation, or discharge) or release to inactive duty.



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- d. Failure to assimilate the technical proficiency required of his or her grade.
  - e. Failure to properly discharge assignments commensurate with his or her grade and experience.
  - f. Apathy, a pattern of conduct showing the development of a defective attitude, or other character and behavior disorders including inability or unwillingness to expend effort.
  - g. Failure to meet established weight standards.
2. Existence of one or more of these or similar conditions may require removing an officer for moral or professional dereliction:
- a. Discreditable intentional failure to meet personal financial obligations.
  - b. Mismanaging personal affairs detrimentally affecting the officer's performance of duty.
  - c. Mismanaging personal affairs to the discredit of the Service.
  - d. Intentionally omitting or misstating facts in official statements or records for the purpose of misrepresentation.
  - e. Acts of personal misconduct prohibited by military or civilian authorities.
  - f. Homosexual conduct as defined in ☛ Article 12.D.4.
  - g. Intentional or negligent failure to perform duties or negligence in performing duties.
  - h. Conduct unbecoming an officer.
  - i. Involvement in a drug or alcohol incident as defined in Chapter 20 of this Manual.
  - j. One act of sexual harassment by assault or coercion, or conduct demonstrating an established pattern of sexual harassment by crude or offensive behavior, sexist behavior, and/or unwanted sexual attention.  
☛ Article 8.I. and CG Sexual Harassment Prevention System, Commandant Instruction 5350.30 (series) for definitions and guidelines on sexual harassment.
  - k. Involvement in a prohibited relationship. ☛ Chapter 8.H. for policy guidance.
  - l. An act, either committed or omitted, or other behavior clearly not consistent with the interests of national security requires removing an officer.
  - m. An unreasonable refusal to submit to necessary and proper medical or dental treatment considered by competent medical or dental officers to be necessary to render member fit for duty (as determined by a medical board convened in accordance with the provisions of ☛ Physical Disability Evaluation System, COMDTINST M1850.2 (series)).**
  - n. A repeated refusal to receive an immunization ordered by competent authority.**

3. Any one of these or similar reasons causes serious doubt as to the advisability of permitting the officer concerned to retain a commission and normally prompts a review of his or her overall record. This review will determine if this derogatory information, when viewed in conjunction with other aspects of his or her record, warrants a recommendation for separation. Standing alone any one of these conditions may not support separation. However, any one of them when combined with other known deficiencies could form a pattern which, when viewed in relation to an officer's overall record, requires separation.
  - a. Punishment under the Uniform Code of Military Justice, Article 15.
  - b. Conviction by court-martial or a civil court.
  - c. Denial of security clearance.
  - d. Derogatory evaluation report.
  - e. Failure to be recommended for promotion by a selection board selecting officers for promotion on a fully qualified basis.
  - f. Failure by a Regular Coast Guard officer of any required course of training, instruction, or indoctrination at a service school.
  - g. An approved finding of misconduct by a board of investigation.
4. Officers with less than three years of commissioned service will normally be processed under Article 12.A.9. or 12.A.11. depending upon their status.

#### **12.A.15.d. Relationship of Separation to Discipline**

A commanding officer shall not use separation in lieu of disciplinary action under the UCMJ, but if he or she believes the Service's and officer's interests will be served better by separation proceedings rather than disciplinary action, he or she may so refer any charges. The fact a court-martial has occurred shall not prohibit subsequent proceedings under this Article; however, separation proceedings may not be initiated until a prior UCMJ proceeding is complete.

#### **12.A.15.e. Initiating Action**

Commander, (CGPC-opm) shall review an officer's Personal Data Record (PDR) and weigh all facts and circumstances to determine whether an officer should be considered for action under this Article. If Commander, (CGPC-opm) decides further processing is warranted, Commander, (CGPC-c) will refer the case to a determination board. At any time, an area commander, district commander, maintenance and logistics commander, or unit commanding officer may request Commander, (CGPC-opm) to review an officer's PDR to determine whether the officer should be considered for separation.

#### **12.A.15.f. Requiring Officers to Show Cause for Retention**

At any time and place Commander, (CGPC) may convene a board of officers to review any Regular Coast Guard officer's record to

**Exhibit 12.A.1. PROCEDURAL GUIDE FOR A COAST GUARD BOARD OF  
INQUIRY CONDUCTED IAW 14 USC §322**

The following script is to assist the Board of Inquiry:

**Parties**

Pres: This board will come to order. The time is \_\_\_\_\_ on \_\_\_\_\_. This hearing is being held at \_\_\_\_\_.

Rec: This board has been ordered by the Commander, Coast Guard Personnel Command by letter \_\_\_\_\_ (SSIC), dated \_\_\_\_\_, copies of which have been furnished to each member of the board, counsel for the respondent, and the respondent. This letter will be marked as Exhibit 1.

Rec: The respondent, \_\_\_\_\_, and the following persons detailed to the board are present:

President (senior member) \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Counsel for the Board \_\_\_\_\_

Counsel for the respondent \_\_\_\_\_

Rec: \_\_\_\_\_ has been named reporter to this proceeding and will now be sworn. (Reporter rises and raises his or her right hand).

**OATH:** Do you swear or affirm that you will faithfully perform the duties of reporter to this board of inquiry so help you God?

*[NOTE: If it is known in advance that one being sworn will "affirm" rather than "swear", the words "swear or" and "so help you God" should be omitted from the oath.]*

Rptr: I do.

Rec: I am \_\_\_\_\_, and I have been detailed as recorder to the board. I am (not) qualified and certified under Article 27(b) of the Uniform Code of Military Justice & sworn under Article 42(a) UCMJ.

*[NOTE: Mark counsel's detailing letter, if any]*

Rsp Cnsl: I have been detailed to represent \_\_\_\_\_, the respondent, before this board by \_\_\_\_\_. I am qualified and certified under Article 27(b) of the Uniform Code of Military Justice and sworn under Article 42(a) UCMJ. (If a civilian attorney - I am admitted to practice law before the Supreme Court of the State of \_\_\_\_\_).

*[NOTE: Mark counsel's detailing letter, if any]*

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### **Rights to Counsel**

Pres: (To Respondent) \_\_\_\_\_, you have probably been advised of your rights to counsel established by the Coast Guard Personnel Manual and 14 U.S.C. 325. To insure that you fully understand those rights, I will describe them:

- (1) You may choose to represent yourself, and not have counsel to assist you.
- (2) You may be represented by
  - (a) military counsel, qualified in accordance with Article 27(b), UCMJ appointed at no cost to you, or
  - (b) civilian counsel of your own choice at no expense to the government.

Do you understand these rights to counsel?

Resp: [reply]

Pres: How do you choose to exercise your right to counsel?

Resp: [reply]

Pres: [To respondent's counsel] Do you perceive any actual or apparent conflicts of interest in your representation of \_\_\_\_\_?

Rsp Cnsl: [reply]

### **Precept for the Board**

Rec: This board has been convened for the purpose of considering pertinent facts in the case of \_\_\_\_\_ USCG, who is being required to show cause for retention on active duty in the Coast Guard by reason of \_\_\_\_\_

\_\_\_\_\_  
(see determination board report & PERSMAN §12.A.15.c.)

Rec: (A copy of) the notification to the respondent that the Board of Determination in his/her case found that he/she should be required to show cause for retention on active duty in the Coast Guard and respondent's acknowledgement of same, is marked as Exhibit \_\_\_\_\_, and made part of the record.

*[NOTE: The notification letter alone may not state the specific reason(s) why the officer must show cause for retention. If this information is not contained in the convening order, then include the basic Determination Board Report, without any additional documents, into the Board of Inquiry's record at this point. The only reason to incorporate the Determination Board's report into the record is to clearly establish the specific reason(s) why the officer must show cause for retention.]*

Pres: The legal advisor will now instruct the board as to the purpose of the board of inquiry, as set forth in article 12.A.15.h.3 of the Coast Guard Personnel Manual (COMDTINST M1000.6A).

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### **Legal Advisor Instructions to the Board of Inquiry**

Leg Ad: I am \_\_\_\_\_ and I have been appointed as legal advisor to this board. My duties are first of all to instruct the board regarding the purpose of the board and the procedural rules that the board will follow. Secondly, I will rule on questions concerning procedures, evidentiary questions, and challenges for cause presented against a member. I will also advise the president of the board on any other matters determined appropriate by the president. Any advice I give must only be given in open session, and will be made part of the record. I am required to be present for all open sessions, but I am prohibited from taking part in presenting the case or cross-examining witnesses. However, after the board has announced its recommendations in open session, it may request my presence in its closed session for the purpose of assisting in the final drafting of the findings and recommendations.

Leg Ad: The board is convened pursuant to 14 U.S.C. 321 - 327 and Article 12-A-15 of the Coast Guard Personnel Manual, copies of which have been provided to the board.

Leg Ad: The purpose of the board is to afford \_\_\_\_\_ (Resp) a fair and impartial hearing at which he/she has an opportunity to establish that his/her retention in the Coast Guard is warranted. \_\_\_\_\_ may present evidence to refute matters of record offered against him/her or otherwise establish that he/she should be retained. The board of inquiry will consider all relevant evidence presented at the hearing and make findings and a recommendation based on a preponderance of evidence. The members of this board have been selected in accordance with the criteria established in the statute and the Coast Guard Personnel Manual. In summary, these provisions are:

- (1) There are at least 3 voting members.
- (2) There are an odd number of members and at least three.
- (3) All members serve in the grade of Commander or above and are senior to the respondent.
- (4) No officer may sit as a member of this board of inquiry if he or she:
  - (a) Is a witness in the case before the board;
  - (b) Was a member of the determination board in the case under consideration.

*[Note: this provision does not apply to Reserve officers because their cases are referred directly to a special board of officers]*

- (c) Appeared as a witness before, or was a member of any previous determination board, special board, board of inquiry, or board of review which considered the officer for separation;
- (d) Initiated, investigated, was a member of, or was the reviewing authority in a court-martial before which the officer concerned was the accused;
- (e) Previously recommended or participated in a recommendation for the officer's demotion, removal, or relief from active duty; or
- (f) Previously was a reporting officer on any performance evaluations the board will view.

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Leg Ad: (To the board) Does any member believe that any of these prohibitions applies to them?  
[Negative response from all members OR go into detail.]

As you have previously been advised, \_\_\_\_\_ (respondent) is being required to show cause for retention on active duty in the Coast Guard. The burden of proof rests with \_\_\_\_\_ (respondent) to effectively refute the reasons why he/she was required to show cause for retention on active duty, or to otherwise produce evidence to establish that (s)he should be retained. (S)he will be represented by \_\_\_\_\_, who will present any evidence and examine and cross-examine witnesses on behalf of the respondent, and will be provided an opportunity to present a closing argument at the conclusion of the presentation of evidence.

Leg Ad: The recorder, \_\_\_\_\_, has marshaled the documentary evidence and has invited witnesses to appear (on behalf of both the government and the respondent). He/She has become familiar with all aspects of the case, and is prepared to assist the board by presenting relevant evidence to the board, and by examining and cross-examining witnesses. At the board's discretion, he/she will also be prepared to summarize the evidence and argue on behalf of the government at the end of the case.

Leg Ad: I will now advise you specifically regarding your duty as members of this board.

(1) By its action, this board establishes the minimum level of performance of duty, integrity, or adherence to standards acceptable of Coast Guard officers. If this board determines that \_\_\_\_\_ (respondent) has established that he/she should be retained, then his/her case will be closed and the officer retained. On the other hand, if this board determines that \_\_\_\_\_ has failed to establish that he/she should be retained, then you will send a recommendation for discharge to CGPC which will initiate the additional reviews required by law.

(2) This board of inquiry is an administrative board not subject to the rules and procedures governing court or court-martial action. It does not judge the Determination Board.

(3) As a result of the Determination Board's findings, \_\_\_\_\_ (respondent) must show cause for retention on active duty. At this board of inquiry, \_\_\_\_\_ has the opportunity to present evidence to refute matters of record offered against him or her or otherwise establish the Service should retain him or her.

*[NOTE: Although not processed by a determination board, Reserve officers may provide evidence to refute matters of record offered against them or otherwise establish they should be retained. These same standards apply to chief warrant officers being considered for separation under --> Article 12.A.21.]*

(4) If this board determines it needs additional information to evaluate the case properly, you may request the information through the convening authority.

(5) The board only receives evidence presented during the board proceedings.

(6) The board evaluates all evidence and information it receives or develops on the matter it is considering in the hearing and arrives at a clear, logical finding consistent with the information and evidence presented.

(7) On the basis of its findings the board determines whether the Coast Guard should or should not retain \_\_\_\_\_ (respondent).

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- (8) Consistent with its determination, this board may cause the officer to be retained or may make a recommendation for discharge.
- (9) While the board may consider old reports and records in establishing a pattern of substandard conduct or adherence to standards, an officer's instances of good performance or good conduct in the remote past cannot negate a record of progressively deteriorating performance of duty, conduct, or adherence to standards.
- (10) An officer cannot offset allegations involving a defect in character or integrity by a rebuttal that attempts to emphasize other qualities in his or her favor.
- (11) The board may consider these additional items to assist it in evaluating any material submitted for the board's consideration:
  - (a) A record of recently improved performance may result from an unusual effort on the officer's part after learning he or she was recommended for separation for cause. By itself it does not overcome a pattern of ineffectiveness. The board may consider improved performance together with other evidence in the record to determine whether the officer has established that retention is warranted.
  - (b) Promotion or selection for promotion, while proper evidence on the officer's behalf, does not necessarily justify his or her retention.
  - (c) In cases where poor performance is involved, it is essential for the board to examine the entire performance file in detail. In doing so, the board should consider these aspects.
    - (d) The length of time each report covers.
    - (e) The duty the officer performed and the level at which performed.
    - (f) The trend in performance, up or down, as the officer gained experience.
  - (g) Copies of all performance evaluations, and all other documentary evidence, made available to the board will be made available to \_\_\_\_\_ (respondent). An officer's claim that he or she was not aware of unfavorable remarks contained in such reports is not grounds for the board not to consider them.
  - (h) The officer concerned in a board of inquiry often solicits letters of support. In some cases, these letters may be the only kind of evidence an officer is able to offer to refute the Determination Board's findings. The board must evaluate the circumstances under which these letters are solicited in determining what weight it should give them. In so determining, it is proper for the board to consider the letter of solicitation, the period during which the writer knew or was closely acquainted with the officer, the writer's familiarity with the officer's habits and reputation, and the relationship between the writer and the officer, if any.
  - (i) The board may use punishment by court-martial or Article 15, UCMJ, for misconduct to support removal under these regulations.

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### **Procedures**

Leg Ad: The following additional rules of procedural nature will apply to these proceedings.

- (1) A board of inquiry does not follow strict rules of evidence in its proceedings. The board should allow the officer concerned to present his or her case without undue interference; however, the officer should observe reasonable bounds of relevance.
- (2) Decisions on the validity of the PERSMAN and the constitutionality of the statutes authorizing this procedure are outside the board's responsibilities, and the board should not permit evidence or argument on these matters.
- (3) Spectators will not be allowed during the proceedings, unless the President so authorizes on the respondent's specific written request. No one scheduled to be called as a witness or who has been a witness may be present as a spectator.
- (4) Voting members of the board may not review the case before the hearing. The board may call witnesses on its own motion. All witnesses will be sworn.
- (5) Issues properly before the board shall be decided by a majority vote in a secret written ballot. The standard of proof applicable in these proceedings is by a preponderance of the evidence.
- (6) A verbatim record of these proceedings will be made.

Leg Ad: Mr. President, this concludes my preliminary instructions to the board. Does any member of the board have any questions regarding these instructions?

Pres: (To Respondent)\_\_\_\_\_, the legal advisor will now advise you of your rights as set forth in 14 U.S.C. 325 and Article 12-A-15 of the Coast Guard Personnel Manual (COMDTINST M1000.6A). If you have any question in relation to these rights, do not hesitate to voice these questions either to me or in private consultation with your counsel.

Leg Ad: You may present evidence, represent yourself, or be represented by military counsel qualified under Article 27 (b), UCMJ, or civilian counsel of your own choice in all open board of inquiry proceedings. However, you must pay all expenses incident to retaining civilian counsel.

If this board recommends discharge then, at any time before the Commandant's final decision, you may apply for voluntary retirement, if eligible, or request early discharge under --> Article 12.A.15.f. PERSMAN or 14 U.S.C. 327, as applicable.

You may challenge for cause any voting member of the board.

You may request that any witness whose testimony is pertinent to the case appear as a witness before a board of inquiry hearing. The recorder of the board will invite those witnesses who meet the requirements of Article 12.A.15.h.5.(j) of the Personnel Manual to appear.

You, or your counsel, may question any witness brought before the board.

You are entitled to your rights under Article 31, UCMJ. You have the right, at your option, to testify or not testify before this board. If you choose not to testify, that decision will not be considered in any manner against you and is not relevant to any determination before the board.

If you elect to testify before this board, then you may be examined or cross-examined by the recorder and this board on any matter considered relevant to these proceedings, regardless of whether or not you testified to these matters when questioned by your counsel.



## COAST GUARD PERSONNEL MANUAL CHAPTER 12.A.

Leg Ad: Do you understand these rights?

Resp: [reply].

Leg Ad: If you desire to submit to examination or make a statement under oath, then you will be sworn.

If you do not desire to make a sworn statement, you or your counsel may make an unsworn statement, orally, in writing, or both. If you make an unsworn statement, then you will not be subject to cross-examination by the board or the recorder. However, the recorder may introduce evidence to rebut your statement.

Also, you may, if you wish, not testify or give any statement at all. If you do this, the board will not consider it against you in any way.

You have been, and will be, allowed full access to and furnished copies of records relevant to the case at all stages of the proceedings. This includes all officer evaluation reports and any other reports concerning your performance of duties. However, the board shall withhold any records the Commandant determines should be withheld in the interest of national security. If a board withholds any records under this clause, you shall be furnished a summary of the records withheld. Additionally, you will be furnished, to the extent the national security permits, the actual records or copies of them with the classified portions deleted.

You or your counsel may make a closing argument at the conclusion of presentation of evidence.

You are entitled to receive a copy of the verbatim transcript of these proceedings.

Finally, your failure to invoke any of your rights of which you have been apprised cannot be considered as a bar to the board's proceedings, findings, and recommendations.

Leg Ad: \_\_\_\_\_ Do you understand these rights as I have explained them? Do you have any questions?

Resp: [reply]

Pres: (To Respondent): \_\_\_\_\_, do you have any (other) questions about this board or these proceedings?

Resp: [reply]

### **(Swearing of the Board & Procedures for Challenges)**

Pres: Now that the preliminary advice and instructions have been completed, we will proceed to the swearing and the qualification of the members of the board.

Leg Ad: (To Respondent) As I mentioned earlier, you have the right to challenge any "voting member" of the board for cause only. The president and the other members of the board are "voting members". The recorder and legal advisor are not "voting members" and may not be challenged.

## COAST GUARD PERSONNEL MANUAL CHAPTER 12.A.

Leg Ad: A challenge may be made at any time during the proceedings. The grounds for challenge must show that the individual cannot be impartial on the issues before the board.

You or your counsel may question any voting member of this board in relation to any matter regarding possible grounds for a challenge for cause. I will determine any challenge for cause against a voting member.

Leg Ad: A sustained challenge will be reported to the convening authority, and, if it would reduce the number of members below three, the board will recess or adjourn until the convening authority appoints another member.

Leg Ad: (To Respondent: ) \_\_\_\_\_, do you have any questions concerning this right or these procedures?

Resp: [reply]

Leg Ad: At this point the members of the board, the recorder, and I will be sworn.

(Members, recorder and legal advisor rise.)

Rec: (To members) Raise your right hand. Do you \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, swear or affirm that you will faithfully perform all the duties incumbent upon you as members of this board of inquiry and that you will inquire into the matters now before you without partiality, so help you God?

Mem: I do.

Rec: (To Legal Advisor) Raise your right hand. Do you \_\_\_\_\_, swear or affirm that you will faithfully perform the duties of legal advisor for the board, so help you God?

Leg Ad: I do.

Pres: (To recorder) Raise your right hand. Do you \_\_\_\_\_, swear or affirm that you will faithfully perform the duties of recorder for the board, so help you God?

Rec: I do. (All take seats)

Rec: If any member of the board is aware of any matter which you believe may affect your ability to render a fair and impartial decision in the case now in hearing, you should now state such matters. (Ask each by name).

Mem: (I am not aware of any such matters.) (\_\_\_\_\_).

*[NOTE: Any positive answers should be heard outside of the hearing of the members not involved.]*

Pres: Does the respondent or counsel for the respondent wish to question any member of the board in relation to any matter regarding possible grounds for challenge for cause?

RC/Resp: [reply]

*[NOTE: After the respondent has completed questioning the board member(s), the recorder and legal advisor may ask follow-up questions.]*

## COAST GUARD PERSONNEL MANUAL CHAPTER 12.A.

Pres: Is there a challenge for cause against any voting member of this board?

*[NOTE: If a member is challenged, then all members should withdraw for any argument and the decision on the challenge.]*

RC/Resp: Respondent (has no challenges for cause against any of the members) (challenges (member \_\_\_\_\_ on the basis that \_\_\_\_\_).

*[NOTE: If the board must be reconstituted as the result of a sustained challenge, repeat the appointing order procedures, as necessary.]*

### **Pre-Hearing Matters**

Pres: At this time, the recorder will state briefly any appropriate pre-hearing matters involving the board which should be preserved on the record, and if applicable, place into evidence any documentary material concerning same.

Rec: There are (no) (the following) pre-hearing matters to be placed before the board.  
\_\_\_\_\_.

*[NOTE: What may be placed on the record here as exhibits are such matters as requests for counsel, witnesses, or continuances, answers to same, proposed witness and documentary evidence lists, or any other correspondence or documents concerning the board which are deemed appropriate.]*

Pres: Does the respondent or (his) (her) counsel have any comments, additions or objections to any of the foregoing concerning pre-hearing matters?

RC/Resp: [reply]

### **Evidentiary Matters**

Leg Ad: The general procedures for hearing the evidence in the case are as follows:

- (1) The recorder will present any evidence considered relevant to a proper evaluation of the case.
- (2) The respondent will then be provided an opportunity to present evidence or call witnesses to show cause for retention on active duty.
- (3) Prior to hearing witnesses, the board, at its discretion, may recess to review the documentary evidence presented. This recess may either precede or follow the presentation of documents by the respondent.

Pres: Does the respondent, or counsel, have any questions or comments concerning the evidentiary procedures?

RC/Resp: [reply]

COAST GUARD PERSONNEL MANUAL CHAPTER 12.A.

Pres: The recorder will place on the record at this time the names of witnesses which are presently expected to testify before this board and their order of appearance.

Rec: The following witnesses, in the order listed, are expected to testify before this board: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

*[NOTE: If the witnesses and their order are on a written list, that document may be made an exhibit, if it is not already, with copies to the members, counsel, and respondent, in lieu of verbally listing witnesses.]*

Pres: Are there any other witnesses which the respondent wishes to appear before this board?

RC/Resp: [reply]

Pres: (To Recorder) \_\_\_\_\_ you may present any additional documentary evidence relevant to the board's inquiry

*[NOTE: The following general procedure should be followed for each exhibit throughout the proceedings:]*

Rec: The recorder has the following documents ready for presentation to the board for consideration in these proceedings.

Rec: I have previously advised the respondent and his/her counsel concerning these documents and have made them available for their inspection. I now show these exhibits (individually) to the respondent and his/her counsel for their inspection.

Rec: Exhibit # \_\_\_\_\_ is \_\_\_\_\_.

*[NOTE – give exhibits to the legal advisor who will hold until any objections are resolved.]*

Pres: Does the respondent or his/her counsel have any objections concerning this exhibit?

RC/Resp: (No objection) (We object \_\_\_\_\_ because \_\_\_\_\_).

Leg Ad: (1) (Your objection(s) is (are) noted for the record.)

(2) Exhibit \_\_\_\_\_ is accepted and will be made part of the record.

(3) Exhibit \_\_\_\_\_ is excluded as being (totally irrelevant) (\_\_\_\_\_). I will retain the exhibit until the board has reached its decision. The exhibit will then be included in the record as an exhibit offered but not admitted.

*[NOTE: Repeat this procedure for each exhibit.]*

Rec: I have no further documentary evidence.

Pres: Does the respondent, or counsel, have any documentary evidence to submit to the board at this time?

*[NOTE: Offer the respondent an opportunity to introduce documents at this time following the same general procedure. However, the respondent may wait until the recorder has presented all of his/her evidence to introduce any evidence.]*

## COAST GUARD PERSONNEL MANUAL CHAPTER 12.A.

Pres: Before calling any witnesses, I intend to recess the board so that we may familiarize ourselves with the documents which have been admitted, and thus be better able to address the issues with witnesses that follow. Does either the recorder or the respondent or counsel have any other matter to bring to the board's attention before we recess the board?

### **Recess to Review Documents**

### **The Board Reconvenes**

Pres: The board will come to order.

Rec: The respondent, counsel for the respondent, recorder, legal advisor, the president and all members of the board are present.

Pres: We will now hear the witnesses.

Pres: (To Recorder)\_\_\_\_\_, call the first witness.

Rec: The first witness is \_\_\_\_\_.

Rec: Do you swear, or affirm, that the testimony that you shall give in the case in hearing shall be the truth, the whole truth and nothing but the truth, so help you God?

Wit: I do.

Rec: [question the witness]

RC/Resp: [Cross-examine the witness]

*[NOTE: The board members are allowed to examine the witness. This usually occurs after the recorder and counsel for the respondent/respondent have concluded questioning. However, board members are free to interject questions at any point if necessary for them to follow the testimony of a witness.]*

*[NOTE: Proceed to hear all witnesses in a similar fashion.]*

Rec: I have no further evidence to present.

Pres: (To respondent/respondent's counsel) Do you have any additional evidence that you would like to present?

RC/Resp: [Presents evidence]

RC/Resp: The respondent has nothing further to present.

*[NOTE: The recorder may introduce rebuttal evidence, if appropriate, at this point.]*

Pres: Is there any more evidence that the board should consider?

Rec: [reply]

RC/Resp: [reply]

## COAST GUARD PERSONNEL MANUAL CHAPTER 12.A.

Pres: Having no other evidence to be considered, the respondent and his/her counsel may make argument or address any other comments to the board at this time. The recorder has the option to make an opening and rebuttal argument.

Rec: [Opening argument]

RC/Resp: The respondent (waives argument) (has an argument for the consideration of the board)\_\_\_\_\_.

Rec: [Rebuttal argument if any]

### **Final Board Instructions**

Leg Ad: Mr. President and members, I will now instruct you in certain matters which are appropriate for your consideration while the board is in closed session.

A board of inquiry must carefully consider the facts of each case and be specific with respect to the underlying facts which support its findings and recommendations. The president of the board must ensure board members are completely familiar with the facts developed in each case, as well as the purpose of the board of inquiry.

Before the board determines its findings and recommendations, it should review the purpose for which it was constituted, its guidance, and the evidence before it. You should also consider the following:

The determination board found that \_\_\_\_\_ should be required to show cause for retention.

*[Not applicable for Reserve officers with fewer than three years' of service or for any chief warrant officer.]*

The purpose of the board of inquiry is to afford the officer concerned an opportunity to present evidence to refute matters of record offered against him or her or to otherwise establish the Service should retain him or her.

The officer concerned, \_\_\_\_\_, must refute the Government's evidence and present evidence affirming his or her contention he or she is qualified to retain his or her current status.

The board must consider an officer's record as a whole and make its recommendation based on a preponderance of evidence. Refuting any single reason for removal does not necessarily refute other documented reasons the board considers.

The board determines its findings and recommendation by secret written ballot in closed session.

The board prepares a brief statement of the reason (including factual data if necessary for clarification) for its findings.

After the board determines the findings, it makes an appropriate statement concerning retention. This statement must be limited to either retention or separation without qualifications. A board of inquiry cannot concurrently recommend any proposal short of separation once it has concluded that an officer should be separated for cause.

## COAST GUARD PERSONNEL MANUAL CHAPTER 12.A.

Once the board has reached a decision, you shall return to an open session. The president of the board will advise the officer of its determination and all applicable procedural matters.

*[NOTE: If necessary, the legal advisor may instruct on specific issues raised by the case.]*

Leg Ad: Mr. President do you, or any member of the board have any questions regarding the instructions I have given?

Pres: [reply]

Pres: At \_\_\_\_\_ hours, this board will now retire to deliberate.

### **Findings**

Pres: The board will come to order.

Rec: The respondent, counsel for respondent, recorder, legal advisor, the president and all members of the board are present.

Pres: (To Respondent)\_\_\_\_\_, you are hereby advised that this board of inquiry recommends that you be (retained or separated).

*[Continue from appropriate section below]*

### (IF RETENTION)

Pres: (To Respondent)\_\_\_\_\_, the board having recommended your retention on active duty, this case is now closed. The proceedings of the board of inquiry will be summarized, and you will be provided a copy of this summary. The original report will be forwarded to the Commander, (CGPC-c) who will formally notify you of the results in writing via the chain of command.

### (IF SEPARATION RECOMMENDED)

Pres: (To Respondent)\_\_\_\_\_, since the board of inquiry has recommended separation, the record of the proceedings of this board will be forwarded to Commander, (CGPC-c) who will notify you of the results in writing through the chain of command.

A Board of Review will consider your case as described in Article 12.A.15.i of the PERSMAN and 14 USC §323.

You will be furnished a copy of the verbatim record of this board of inquiry, and of our findings and recommendations. If you would prefer, the copy of the record may be served on your counsel rather than yourself. Do you want the copy delivered to you or your counsel?

Resp: I wish my copy of the record be delivered to \_\_\_\_\_.

## COAST GUARD PERSONNEL MANUAL CHAPTER 12.A.

Pres: Within 10 days after you receive or have access to a copy of the record of the board of inquiry proceedings, you or your counsel may file with the president of the Board of Review (c/o CGPC-opm-1) a rebuttal to this board of inquiry's findings and recommendation. If you or your counsel files such a statement, a copy must be provided to the recorder at this board of inquiry, who in turn has 10 days in which to file a rebuttal to your statement and send to you (your counsel) a copy.

The Board of Review will hear the case whether or not you file a statement of rebuttal. You will be furnished a copy of the report of the board of review. If the board of review recommends retention on active duty, your case is closed. If the board of review recommends separation, your case may be forwarded to the Commandant. In either case, you will be notified of the action of the board of review on the completion of its deliberations.

Pres: This completes the open session of this board of inquiry. The legal advisor is requested to join the board in closed session to assist in the final drafting of the findings and recommendation.

Pres: This board of inquiry is adjourned.



## COAST GUARD PERSONNEL MANUAL CHAPTER 12.B.

- (2) Medical statements attesting the absence of ratable disability and presence of mental competency required in Article 12.B.16.h. have been obtained.
  - b. The commanding officer contemplates honorable or general discharge, as determined by Article 12.B.2.f. If a general discharge is contemplated, ensure compliance with Article 12.B.16.d.3.
  - c. The member being processed has fewer than eight years total active or inactive military service, has been notified in writing of the specific action proposed with the reason(s) for it, and has indicated in a written statement he or she substantially agrees.
  - d. No disciplinary action is pending.
2. The message format is not appropriate in cases in which the member's record does not indicate poor performance or substandard conduct and the member's personality disorder has only recently become apparent.
  3. A FOUO message recommendation shall contain the applicable information indicated below for the appropriate designating letter under the subject as indicated:

RECOMMENDATION FOR UNSUITABILITY DISCHARGE	
<b>ALPHA</b>	Name, social security number, and rate of member recommended for discharge.
<b>BRAVO</b>	Diagnosis code (ICD) as listed in Chapter 5, Medical Manual, COMDTINST M6000.1 (series).
<b>CHARLIE</b>	Name and address of psychiatrist on whose diagnosis recommendation for discharge is based and date of diagnosis.
<b>DELTA</b>	Statement no ratable disability exists and member is certified mentally competent.
<b>ECHO</b>	If general discharge is contemplated, statement the member was afforded right to legal counsel at the outset of discharge proceedings. (If member requested counsel, include name, grade, and unit counsel assigned or statement of member's waiver of right to counsel.)
<b>FOXTROT</b>	Member's statement on own behalf if he or she desires to make one or "I do not desire to make a statement." If member makes a statement, quote in entirety where feasible.
<b>GOLF</b>	Years and months of total active and inactive military service.
<b>HOTEL</b>	Average proficiency, leadership, and conduct marks through 30 June 1983, and the average marks for each factor for period after 30 June 1983. Article 12.B.48.b. for direction in determining the average marks of a member (non-rated, petty, or chief petty officer) who was evaluated using more than one form during his or her enlistment.
<b>INDIA</b>	Statement no disciplinary action is pending.

<b>JULIET</b>	Recommendation on surrendering uniform.
<b>KILO</b>	Grade, name, and title of officer verifying documentation and making the recommendation. Normally the regularly assigned commanding officer does this personally. Must be a commissioned officer.
<b>LIMA</b>	No separation pay authorized.

### 12.B.16.I. Surrender of Uniform

The member must surrender his or her uniform. 🗨 Article 12.B.53.e.

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### 12.B.17. Security

When a member's retention in the Coast Guard is not clearly consistent with the interest of national security, the Commandant will direct a discharge for security reasons with the discharge character and conditions as stipulated in current directives dealing directly with this matter.

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### 12.B.18. Misconduct

#### 12.B.18.a. Policy

Except as specifically provided here, only Commander, (CGPC) may direct a discharge for misconduct and the type of discharge (under other than honorable, general, or honorable) as warranted by the particular circumstances of a given case. 🗨 Article 12.B.2. Disability evaluation processing will be terminated as described in 🗨 Article 12.B.1.e. for members discharged for misconduct.

#### 12.B.18.b. Reasons to Discharge for Misconduct

Commander, (CGPC) may direct discharging a member for misconduct in any of these cases:

1. Conviction by foreign or domestic civil authorities or action taken tantamount to a finding of guilty of an offense for which the maximum penalty under the Uniform Code of Military Justice is death or confinement longer than one year involving moral turpitude in which the offender is adjudged a juvenile delinquent, wayward minor, or youthful offender; places the offender on probation; or punishes him or her in any way for an offense involving moral turpitude. If the Manual for Courts-Martial Table of Maximum Punishment does not list the offense or it is not closely related to an offense listed there, the maximum punishment authorized by 18 U.S.C. or the District of Columbia Code, whichever is less, applies. A member subject to discharge because of conviction by civil court may be processed for discharge even though an appeal of that conviction has been filed or an intent to do so has been stated. However, the Service generally will delay executing the approved discharge pending outcome of the

appeal. If executing the discharge without waiting for final action on the appeal is considered appropriate, Commander, (CGPC) may direct discharging the member with the appropriate type of discharge certificate subject to ☛ Article 12.B.18.d.

2. Procuring a fraudulent enlistment, induction, or period of active service through any deliberate material misrepresentation, omission, or concealment which, if known at the time, might have resulted in rejection. The enlistment of a minor with false representation of his or her age or without proper consent will not in itself be considered a fraudulent enlistment. Commanding Officer, Training Center Cape May, is delegated final discharge authority under this Article in these specific cases for members assigned to recruit training:
  - a. Deliberately concealed criminal records or enlistment solely to avoid prosecution.
  - b. Any current or past medical conditions or problems discovered during recruit training which would have prevented enlistment in the Coast Guard, had they been known.
3. Absenteeism. Unauthorized absence(s) of a prolonged, repeated or excessive nature, when it can be shown the member has:
  - a. Been in a state of continuous unauthorized absence for one year or more; ☛ Article 12.B.32.b., or
  - b. Three or more separate, unauthorized absences within a six-month period and the total amount of unauthorized absence is 30 or more days, or
  - c. Six or more separate, unauthorized absences within a six-month period and the total amount of unauthorized absence is six or more days.
4. Drugs.
  - a. Involvement with Drugs. Any member involved in a drug incident or the illegal, wrongful, or improper sale, transfer, manufacture, or introduction onto a military installation of any drug, as defined in ☛ Article 20.A.2.k., will be processed for separation from the Coast Guard with no higher than a general discharge. Commanding Officer, Training Center Cape May is delegated final discharge authority for members assigned to recruit training under this Article in specific cases of drug use before enlistment (as evidenced by a positive urinalysis shortly after training). New inductees shall sign a CG-3307

entry acknowledging the presence of drugs in their bodies is grounds for a general discharge for misconduct.


- b. Obstructing drug urinalysis testing by tampering with urine samples or documentation, including someone else's. Tampering includes, among other actions, submitting another person's sample in place of the member selected for testing, submitting samples containing substances other than urine, and altering the bar code labels, Urine Sample Custody Document, or unit sample ledger. Members discharged under this provision shall be issued no higher than a general discharge.
5. Discreditable involvement with civil or military authorities.
6. Sexual perversion including among other actions:
  - a. Lewd and lascivious acts.
  - b. Sodomy.
  - c. Indecent exposure.
  - d. Indecent acts with or upon a child.
  - e. Other indecent acts or offenses.
  - f. Involvement in a prohibited romantic relationship. ☛ Chapter 8.H. for policy guidance.
7. Abuse of a family member (spouse or child).
8. An established pattern of shirking.
9. An established pattern showing dishonorable failure to pay just debts.
10. An established pattern showing dishonorable failure to contribute adequate support to dependents.
11. An established pattern showing failure to comply with a civil court's valid orders, decrees, or judgments on supporting dependents.
12. One act of sexual harassment by assault or sexual coercion, or for conduct demonstrating an established pattern of sexual harassment by crude or offensive behavior, sexist behavior, and/or unwanted sexual attention. ☛ Article 8.I. and **Coast Guard Equal Opportunity Program Manual**, COMDTINST M5350.4 (series) for definitions and guidelines on sexual harassment.

- 13. An unreasonable refusal to submit to necessary and proper medical or dental treatment considered by competent medical or dental officers to be necessary to render member fit for duty (as determined by a medical board convened in accordance with the provisions of the ☛ Physical Disability Evaluation System, COMDTINST M1850.2 (series)).**
- 14. A repeated refusal to receive an immunization ordered by competent authority.**

#### **12.B.18.c. Probation**



Commanding officers must afford a member a reasonable probationary period to overcome deficiencies before initiating administrative discharge action in cases of frequent discreditable involvement with civil or military authorities; abuse of a family member; shirking; failure to pay just debts, contribute adequate support to dependents, or comply with valid orders of civil courts to support dependents; or involvement in a prohibited romantic relationship as described in ☛ Article 8.H. For cases of family (spouse or child) abuse, a treatment period will also serve as a probationary period and commands shall comply with current Family Advocacy Commandant Instructions. If a command contemplates discharging a member for reasons contained in this paragraph, it shall counsel the member a formal probation or treatment period of at least six months has begun and make an appropriate Administrative Remarks, CG-3307, entry in the member's PDR stating the command will initiate administrative discharge processing unless the member shows significant improvement in overcoming the deficiency during the probationary period. The member must acknowledge the entry in writing. For Reservists who are shirking, a letter via Certified Mail, return receipt requested (Restricted Delivery to addressee only), stating the probationary period has begun may substitute for the CG-3307. However, commanding officers are authorized to recommend discharge at any time during the probation if the member is not making an effort to overcome the deficiency. Participation in the family (spouse or child) abuse treatment program is considered a failure when the physical abuse toward the victim or another person recurs, or the member is determined to be unresponsive and treatment is no longer appropriate. Failure to attend treatment is grounds for the command to consider separation. Submit copies of all CG-3307 entries as an enclosure to the discharge recommendation submitted to Commander, (CGPC-epm-1).

**12.B.18.d. Discharging Members with More than Eight Years Service for Misconduct**

Commanding officers shall process all cases in which they contemplate a discharge under other than honorable conditions for misconduct as  Article 12.B.32. prescribes. In addition, they shall follow that Article's procedures if considering discharging any member with eight or more years of total active and inactive military service for misconduct, even if contemplating an honorable or general discharge.

**12.B.18.e. Discharging Members with Fewer than 8 Years Service for Misconduct**

Commanding officers shall process members with fewer than eight years of total active and inactive military service recommended for honorable or general discharge for misconduct as follows:

1. Inform the member in writing of the reason(s) for being considered for discharge (specifically state one or more of the reasons listed in  **Article 12.B.18.b.** supported by known facts).
2. Afford the member an opportunity to make a written statement. If the member does not desire to do so, the commanding officer sets forth that fact in writing over the member's signature. If the member refuses to sign a statement his or her commanding officer will so state in writing.
3. Afford the member an opportunity to consult with a lawyer as defined by Article 27(b)(1), UCMJ, if contemplating a general discharge. If the member requests counsel and one is not available, the commanding officer must delay discharge proceedings until such time as counsel is available.
4. Send the case containing a recommendation and these documents to Commander, (CGPC-epm-1) for action:
  - a. The reason(s) for processing (include reason such as repeated military offenses, drug abuse, indebtedness, etc.)
  - b. If the reason(s) is (are) civil conviction(s), include:
    - (1) The report  Article 8.B.2. requires.
    - (2) An official statement from the judge, prosecuting attorney, clerk or other court official reciting the civil statute(s) violated, charges on which tried and convicted, and sentence of the court.
    - (3) Witnesses' statements, arrest reports, copies of court records and probation orders, if obtainable, and all other pertinent documents.

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## **12.F. Temporary Separation**

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### **12.F.1. General**



1. The Temporary Separation policy allows Coast Guard members to temporarily separate and pursue growth or other opportunities outside the service, while providing a mechanism for their return to active duty. The long-term intent of this program is to retain the valuable experience and training our members possess that might otherwise be lost. Under this policy, career oriented officers and enlisted members are allowed a one-time separation from Active Duty for up to two years to either:
  - a. Discharge parental responsibilities to care for newborn children (CNC), or
  - b. Allow members to pursue personal interests that are restricted by continuing on active duty, i.e., education.
2. Personnel who already have an approved separation date may request, prior to that date, to be separated under this policy.
3. Personnel who have previously separated from the Service under this policy are not eligible for a second separation under this policy. This prohibition also applies to personnel who previously separated under the Care for Newborn Children (CNC) policy
4. Members who are approved for separation under this policy are eligible to affiliate with the Reserve during the separation. (☛ Reserve Policy Manual, COMDTINST M1001.28 (series) for detail on Reserve affiliation.)

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### **12.F.2. Discussion**

1. This policy allows:
  - a. A member to separate with a guarantee of reenlistment or a new officer appointment upon return to Active Duty on meeting physical and other qualifying standards.
  - b. A member to affiliate with the Reserves while in a temporary separation status.
2. A member separated under this policy will not receive any pay, allowances or Active Duty retirement points nor any peripheral Service benefits such as retirement, medical coverage, or Servicemembers' Group Life Insurance (SGLI) during the separation, except for benefits provided while serving in the USCGR.

3. In respect to advancement or appointment, the following applies:
  - a. An officer separated under this policy will lose precedence on the Active Duty Promotion List (ADPL) and the following will apply:
    - (1) Upon return to active duty, an officer not previously considered for promotion to the next higher grade on the ADPL will go before the next selection board for which the officer is eligible for consideration based on the officer's adjusted date of rank.
    - (2) Upon return to active duty, an officer previously selected on the ADPL, but not promoted prior to separation under this policy, will:
      - (a) be placed back on the ADPL list at the same relative position held prior to separation, if that list is still in effect and the officer's name has not been reached. Or;
      - (b) be offered an appointment in the higher grade, if the officer's name was reached or passed by on a previous list.
    - (3) Upon return to active duty, an officer who affiliated with the Reserve and was promoted to the next higher grade on the IDPL:
      - (a) Will not be reappointed in the higher regular grade. The officer will be reappointed in the grade that was held prior to separation and will receive an adjusted date of rank as outlined in Article 12.F.3.c.
      - (b) May request to return to active duty on an extended active duty (EAD) contract at the higher grade. Officers are not guaranteed an EAD contract under this program. Needs of the Service determine the number of EAD contracts that may be offered to Reserve personnel. If an officer receives an EAD contract, that officer will have to complete the integration process in order to remain on active duty beyond the EAD contract.
    - (4) Upon return to active duty, an officer who affiliated with the Reserve and was considered for promotion to the next higher grade on the IDPL, but not selected for promotion:
      - (a) Will be reappointed in regular grade held prior to temporary separation.
      - (b) Will be considered by the ADPL selection board, when eligible as an in-zone candidate. The IDPL nonselection is not carried forward on the ADPL.

- b. Upon return to active duty, an enlisted member who's name was above the initial cut on the enlisted advancement list prior to separation:
    - (1) Will be placed back on the enlisted advancement list at the same relative position held prior to separation, if that list is still in effect and the member's name has not been reached or bypassed.
    - (2) Will be reenlisted in the higher grade, if the member's name has been reached or bypassed on the current or a previous list.
  - c. Upon return to active duty, an enlisted member who affiliated with the Reserves and was advanced to the next higher grade off of the Reserve enlisted advancement list:
    - (1) Will not be reenlisted in the higher regular grade. The member will be reenlisted in the grade that was held prior to separation.
    - (2) May request to return to active duty on an extended active duty (EAD) contract at the higher grade. Enlisted members are not guaranteed an EAD contract under this program. Needs of the Service determine the number of EAD contracts that may be offered to Reserve personnel. If an enlisted member receives an EAD contract, then that member will have to complete the integration process in order to remain on active duty beyond the EAD contract.
  - d. If not appointed or advanced to a higher grade, as described above, on return to Active Duty or affiliation with the Reserve, a member receives credit for time served in grade before the temporary separation.
4. If member affiliates with the Reserve during the up to 2 years separation under temporary separation, the member may receive pay for drills, ADT, ADSW, and SELRES affiliation bonus. Members will accumulate time in service while affiliated with the Reserve. Members will also receive qualifying service time creditable for Reserve retirement provided they meet the minimum points outlined in the  Reserve Policy Manual, COMDTINST M1001.28 (series).
5. Temporary separation options See  Figure 12.F.2.1.:
- a. Officer and Enlisted: No Reserve Affiliation. For career members who do not desire to affiliate with Reserve during the temporary separation and desire guaranteed return to Active Duty within two years of discharge.
  - b. Officer: From Active Status to Reserve Status.

- (1) An officer may join the Reserve during the up to 2 years separation under temporary separation with a guarantee to return to Active Duty as a permanent Regular officer with a modified DOR.
- (2) Officers who choose to join the Reserve are subject to Reserve mobilization call-ups.
- (3) While serving in the Reserves, the officer may request extended Active Duty with no loss of numbers based on the needs of the Service; however, this action will terminate the temporary separation agreement.
- (4) An officer's date of rank would not change for officers who immediately affiliate with the Reserve upon separation from active duty. Thus, the date of rank would transfer from the Inactive Duty promotion list (IDPL) to the Active Duty promotion list (ADPL) for officers recalled to Active Duty via an extended Active Duty contract.

c. Enlisted: From Active Status to Reserve Status.

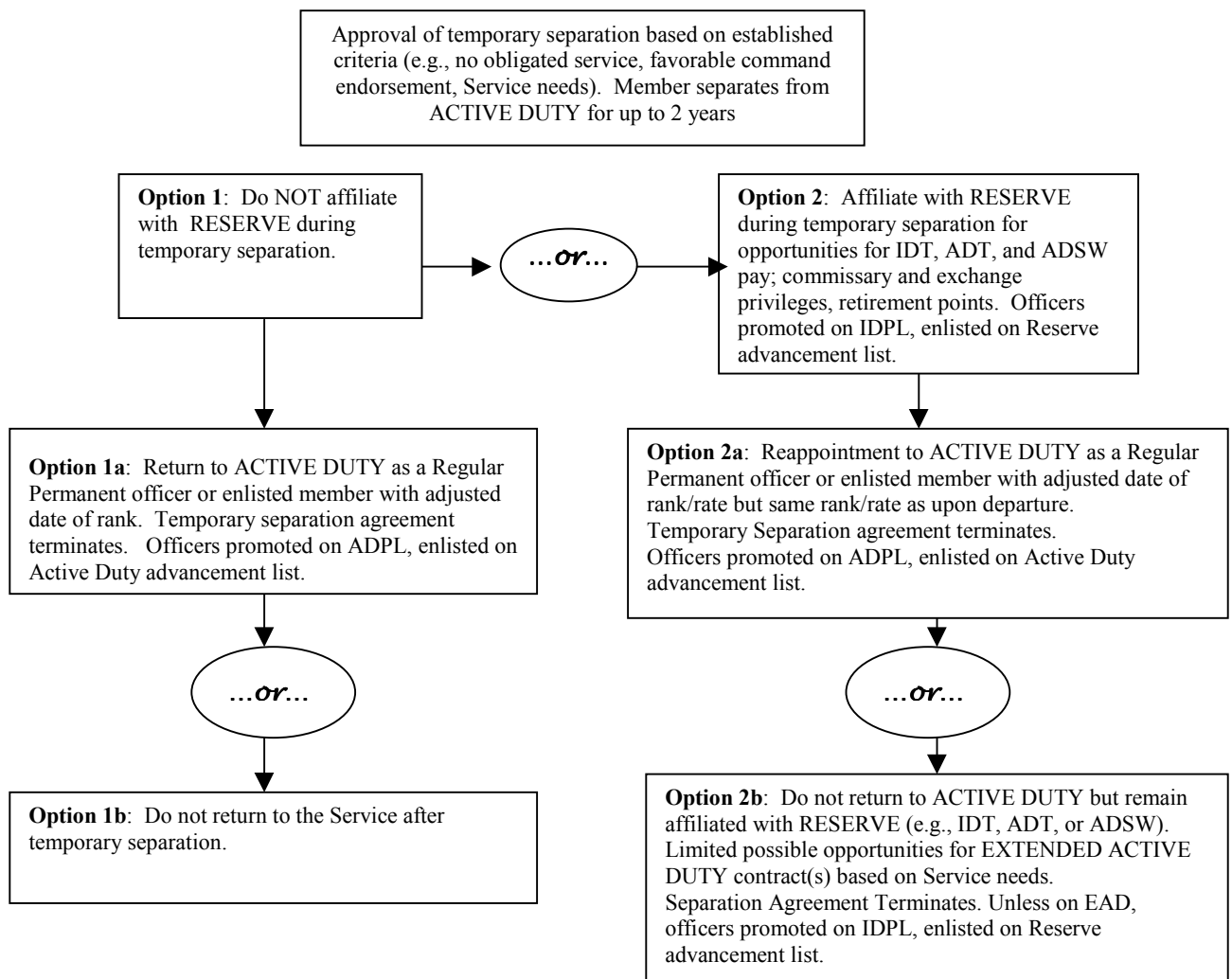
- (1) Enlisted members may join the Reserve during the up to 2 years separation under temporary separation with a guarantee to recall to Active Duty with a modified date of rate.
  - (2) Enlisted personnel who choose to join the Reserve are subject to Reserve mobilization call-ups.
  - (3) While serving in the Reserves, enlisted personnel may request extended Active Duty based on the needs of the Service; however, this action would terminate the temporary separation agreement.
6. This policy is another significant element in the continuum of options available to our members in caring for newborn children, including adopted newborns.
- a. Maternity Leave: Any female member may be granted up to 30 days cumulative prenatal sick leave without Headquarters approval. In addition, postnatal sick leave may be granted for up to 42 cumulative days. All sick leave must be certified as necessary by a physician. These periods of sick leave are for the member's care and convalescence.
  - b. Maternity Leave Plus Regular Leave: Any female member may be granted 42 days postnatal sick leave plus 60 or more days (at the

command's discretion) regular leave. This provides potential opportunity for over three months authorized absence from duty.

- c. Officer Resignation from Regular Status to Reserve Status: Now available to officers, but with no guarantee of a Selected Reserve Billet, or recall to active duty. The member could be called to extended active duty as a Reserve officer with no loss of numbers.
- d. Separation from Enlisted Status Due to Hardship: Now available to enlisted members based on providing evidence they are experiencing a bona fide hardship. A guarantee of reenlistment is not provided.
- e. Separation for Care of Newborn: For career members who desire guaranteed return to active duty after discharge.

### OPTIONS: Temporary Separation

Figure 12.F.2.1.



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### 12.F.3. General Provisions

This section contains information applicable to both officer and enlisted personnel. ☛ See Article 12.F.5. for officer specific provisions and ☛ Article 12.F.6 for enlisted specific provisions.

#### 12.F.3.a. Separation

1. Commander, (CGPC-epm- 1) or (CGPC-opm- 1) may approve one request for up to 24 months of temporary separation in a member's career.
2. All requests are considered based on a member's record and Service needs at the time of separation.
3. An applicant with Active Duty obligated service and Reserve members on EAD are not eligible for temporary separation. Obligated service means a commitment of time due to some benefit a member received, such as training, tuition assistance, permanent change of station orders, advancement, or promotion, etc. Applicants, with the exception of those requesting separation for the Care of Newborn Children, should normally be tour complete at the time of separation.
4. INCONUS, members applying for temporary separation for CNC must have completed at least one year at their current duty station before their request will be considered. For OUTCONUS units, this requirement is at least two years. (Note: If a member has transferred to a new unit within the same geographic OUTCONUS region, all time served within that region will be applied toward the 2-year requirement, but they must complete at least one year at their current unit.)
5. Unless a unique circumstance exists, applications from members in receipt of permanent change of station (PCS) orders will not normally be considered for separation under this policy.
6. Members pending investigation, performance probation, NJP, courts-martial, or civilian criminal charges or proceedings, are not eligible to apply for separation under this policy. Members may have no record of disciplinary action (civil arrest, NJP or courts-martial) for two years prior to requesting separation. (Note: Use the date of request minus two years to establish the "no record of disciplinary action" window. A member who has a record of disciplinary action within this window is not eligible for separation under this policy.)
7. Members should normally submit their request at least six months before their requested separation date, and identify their desire to affiliate, or not, with the Reserve during the up to 2 years separation under temporary separation. In cases involving the adoption of newborn children, submit






the request as early as possible; base the separation and return dates on the best information available. A member may submit a request when he or she is on an approved list for adoption with an adoption agency.

8. For CNC separations the effective separation starting date under the policy should be within 12 months after the child's birth or within 12 months after the date of adoption. Using sick leave or annual leave before or after birth does not preclude eligibility for separation under the CNC policy.
9. If not included in the original request for temporary separation, the applicant should submit a Notice of Intent in the format provided in  Figure 12.F.3.1. at least three months prior to departing under the temporary separation policy if he or she desires to affiliate with the Reserve. Members who do not immediately affiliate with the Reserves upon temporary separation, may request to affiliate anytime during the temporary separation period.
10. The following members are not eligible for separation under this policy:
  - a. Retirement-eligible members.
  - b. Members within two (2) years of their Professional Growth Point or on the High Year Tenure (HYT) list published by CGPC-epm.
  - c. Officers in a failed selection promotion status.
  - d. Members who were previously separated under this policy or the old CNC policy.
  - e. Officers of the Permanent Commissioned Teaching Staff (PCTS) at the Coast Guard Academy.
11. For officers, a prerequisite for temporary separation is completing all Officer Evaluation System (OES) responsibilities as prescribed by  Article 10.A.
12. The decision to submit a temporary separation request is a serious one because the projected separation triggers transfer and advancement actions that, if reversed, cause hardship to other members. Members desiring to have their names removed from the list of approved personnel for separation under this policy must submit a letter, via their chain of command, to Commander, (CGPC-opm-1) for officers or (CGPC-epm-1) for enlisted personnel requesting such action be taken. The letter must contain a statement acknowledging that the member understands that he/she will be required to complete a minimum of two (2) years active duty from the date of cancellation of the temporary separation request. The commanding officer's endorsement shall contain a definite recommendation for approval

or disapproval of member's request. Cancellation of an approved separation will be based on Service needs. Commander, (CGPC-opm-l) or (CGPC-epm-l) will notify the commanding officer and member of their final action on the member's request for removal from the list.

### **12.F.3.b. Return to Active Duty**

An approved request guarantees reinstatement to the same grade or rate on either Active Duty at the end of the temporary separation, or upon assignment in the Reserve during the temporary separation, subject to physical condition and other qualifications. The member must complete a physical examination at a U.S. Military Entrance Processing Station (MEPS) and meet retention physical standards for enlistment or appointment.

1. The applicant must submit a Notice of Intent in the format provided in  Figure 12.F.3.2. at least six months, but not earlier than one year before the intended date of return to Active Duty. To ensure the greatest job opportunity, applicants should consider submitting their notice of intent by 1 October to compete for assignments in the following summer.
2. If not affiliated with Reserve, the applicant shall contact their local Coast Guard recruiter and Commander, (CGPC-CGRC). They shall assist each applicant as necessary in completing the processing file to return to Active Duty. Officers returning to Active Duty shall be processed under the procedures outlined in  Article 12.F.3.c.
3. If affiliated with Reserve, the applicant shall contact the Commander, (CGPC-opm (for officers) or CGPC-epm (for enlisted)). They shall assist each applicant as necessary in completing the processing file to return to Active Duty upon termination of the temporary separation.
4. An officer must initiate a National Agency Check before effecting the new appointment. As part of the Notice of Intent, the applicant signs the statement in  Figure 12.F.3.2.
5. In addition to the security check, any CWO (COMMS) who has separated from the Coast Guard for more than 12 months must have a favorable background investigation or update completed within one year of returning to Active Duty. As part of the Notice of Intent, the applicant signs a statement in  Figure 12.F.3.2.
6. Enlisted members in ratings requiring security clearances must initiate a National Agency Check before re-enlisting. Also, if a rating requires, members must have a favorable background investigation or update completed within one year of return to Active Duty. Failure to qualify for the proper clearance will require the member to pursue a change in rating or he or she may be subject to separation from the Coast Guard. As part of the Notice of Intent, the applicant will sign a statement in  Figure 12.F.3.2.



**Figure 12.F.3.1.**  
**NOTICE OF INTENT TO AFFILIATE WITH THE RESERVE DURING**  
**TEMPORARY SEPARATION**

From: (Applicant)

To: Commander, (CGPC-rpm)

Subj: NOTICE OF INTENT TO AFFILIATE WITH THE RESERVE DURING TEMPORARY SEPARATION

1. I hereby notify you I intend to affiliate with the Reserve commencing [insert date under the provisions of the temporary separation policy]. I understand that upon affiliation, I will enlist in or be appointed to the same grade or rate last held while serving on Active Duty.
2. I understand I must have a current physical examination on file.
3. I understand that by joining the Reserve I will be subject to Reserve mobilization call-ups.
4. I understand I will not be assigned to a highly deployable unit (e.g., PSU or HDCU) for up to the 2 years while under temporary separation unless requested by me.
5. I understand that if I am promoted or advanced in the Reserve, that I am not guaranteed the higher rate/rank if I re-enter Active Duty within or at the end of the temporary separation. I understand I may keep the higher rate/rank if it is in the best interest of the Service.
6. I declare I am not drawing and do not have a claim pending for a pension, disability allowance, disability compensation, or retired pay from the United States Government.
7. (OFFICERS AND ENLISTED) I understand my National Agency Check must be current. If not, I will submit the appropriate paperwork prior to affiliation with the Reserve. Or
7. (CWO COMMS ONLY) I understand my Background Investigation must be current. If not, I will submit the appropriate paperwork prior to affiliation with the Reserve.
8. (OFFICERS) I understand I must complete all Officer Evaluation System requirements.
9. My current home address is:                      Street Address  
   City, State, Zip  
   Telephone Number

Member's signature

Subscribed and Sworn to before me this [no.] day of [month] [Yr.].

Notary Public/Coast Guard Officer

Copy: Commander, (CGPC-opm or CGPC epm)

**Figure 12.F.3.2.**  
**NOTICE OF INTENT TO RETURN TO ACTIVE DUTY AFTER**  
**TEMPORARY SEPARATION**

From: (Applicant)

To: Commander, (CGPC-CGRC) or if a reservist to (CGPC-opm or CGPC-epm)

Subj: NOTICE OF INTENT TO RETURN TO ACTIVE DUTY AFTER TEMPORARY SEPARATION

1. I hereby notify you I intend to return to Active Duty on [insert date] under the provisions of the temporary separation policy. I understand on return to Active Duty, I will enlist in or be appointed to the same grade or rate last held while serving on Active Duty.
2. I understand I must have a current physical examination. I will perform necessary travel to fulfill this requirement at my own expense with no cost to the Government.
3. I declare I am not drawing and do not have a claim pending for a pension, disability allowance, disability compensation, or retired pay from the United States Government.
4. (OFFICERS ONLY select one) I understand that upon my return to active duty a National Agency Check will be conducted to determine whether I am qualified to hold a commission as a United States Coast Guard officer. If the check reveals I am not eligible for a security clearance, I may be subject to separation. OR I have been affiliated with the Reserve and my NAC is current.

OR

4. (CWO COMMS ONLY select one) I understand a Background Investigation will be conducted to determine whether I am qualified for the COMMS Warrant Officer specialty in the United States Coast Guard. If the check reveals I am not eligible for a favorable background investigation, I may be subject to separation. OR I have been affiliated with the Reserve and my NAC is current.

OR

4. (ENLISTED ONLY select one) I understand a National Agency Check or Background Investigation [as applicable] will be conducted to determine my qualifications for service in a United States Coast Guard rating. If it reveals I am not eligible for a security clearance, Commander, (CGPC-epm-1) may require me to pursue a change in rating or separate from the Service. OR I have been affiliated with the Reserve and my NAC is current.
5. (OFFICERS) I understand I must complete all Officer Evaluation System requirements.
6. My current home address is:

Street Address  
City, State, Zip  
Telephone Number

Member's signature


Subscribed and Sworn to before me this [no.] day of [month], [Yr.].

Notary Public/Coast Guard Officer

Copy: Commander, (CGPC-rpm)

**12.F.3.c. Subsequent Appointment Process for Former Officers Returning to Active Duty After Temporary Separation (For members with no Reserve affiliation)**

1. The applicant must submit a Notice of Intent no less than six months and no more than one year before the intended date of return to Active Duty. Notice must be submitted to Director, Coast Guard Recruiting Center (CGRC). ☛ Article 12.F.3.b.
2. Within 30 days after receiving the Notice of Intent, CGRC will advise the applicant which recruiting office to contact to complete the appointment process.
3. Local recruiting offices shall arrange for persons CGRC authorizes to undergo the physical examination at a U.S. Military Entrance Processing Station (MEPS) within 90 days before the date the applicant will be appointed to the former grade. The applicable recruiting office will also assist the applicant in completing the pre-appointment file.
4. The applicant will pay all travel expenses in determining eligibility for return to Active Duty, including appearance for the physical examination.
5. Except for the physical examination, the applicant must initiate the pre-appointment file within 30 days of receiving CGRC's directions to contact a specific recruiting office for processing.
6. The recruiting office shall send the completed pre-appointment file (except the physical exam) to CGRC within 45 days after receiving Notice of Intent to return to Active Duty.
7. The recruiting office will send the approved physical examination to CGRC at least 45 days before the appointment date. Disapproved physical examinations must include all additional medical information for waiver consideration. CGRC will send disapproved physical examinations and additional medical information to Commandant (G-WKH) for medical waiver recommendation. All persons must comply with the body weight and composition limits outlined in the ☛ Allowable Weight Standards for Coast Guard Military Personnel, COMDTINST 1020.8 (series) before being tendered an appointment, and signing the Acceptance and Oath of Office.
8. CGRC will review the complete file and advise Commander, (CGPC-opm) of the status of the National Agency Check and physical examination at least 30 days before the date the applicant is to return to Active Duty.
9. The following documents constitute a complete pre-appointment file:

- a. Assignment Data Form, **CG HRSIC-2002**.
  - b. Four recent photographs: two full figure (front and side view) and two facials (full face and profile).
  - c. Report of Medical Examination SF-88, and Report of Medical History SF-93, each with signatures of medical and dental officers.
  - d. National Agency Questionnaire, DD Form 398-2, (for NAC only).
  - e. Police Record Check, DD-369, for the period since discharge.
  - f. Copy of separation orders and-DD-214.
  - g. Personal Security Questionnaire, DD Form 398 (only if BI required).
  - h. Fingerprint Cards, FD-258.
  - i. Security Clearance/Determination Request and Authorization
10. On receiving the Notice of Intent copy from the applicant and an acknowledgment from CGRC that: a National Agency Check has been initiated, CGRC will obtain the authorization for appointment to the former grade.
11. The person will be appointed to the same grade last held on Active Duty as follows:
- a. Such person shall be credited at the time of the subsequent appointment with any Active Duty commissioned service in grade he or she performed in the Coast Guard before subsequent appointment to the same grade.
  - b. Such person who is receiving a subsequent appointment shall receive a new date of rank based on constructive credit for Active Duty commissioned service previously served in that grade in the Coast Guard.
  - c. In determining a member's service time for computing time in grade under this section, each year, month and day is counted. Computations are based on the methods prescribed in the  Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series).
  - d. The constructive service credited an officer under this Article shall be used only to determine the officer's new date of commission.

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- e. Once the new date of rank is established, seniority within that date of rank will be administratively determined by Commander (CGPC-opm). In instances where the adjusted date of rank is not unique for officers in that grade, the returning officer will be given the higher precedence.
12. The effective date of pay and allowances will be the date the applicant executes the Acceptance and Oath of Office.
13. On receiving the applicant's Notice of Intent (copy) and CGPC-CGRC's acknowledgment that a National Agency Check has been initiated, CGPC-opm-2 will determine the applicant's duty assignment and issue his or her orders as far in advance as possible (90 days is optimal) before the appointment date. The officer will be ordered to Active Duty in the Coast Guard on accepting the appointment.
14. Commander, (CGPC-opm) will transmit orders to the applicant with specific directions on when to execute the Acceptance and Oath of Office.
15. On appointment, the officer is subject to the same rules of conduct and performance of duty as are all other Coast Guard officers.
16. Sample Adjusted Dates of Rank for Commissioned Officer:

Example 1	Example 2
<p>Promotion History</p> <p>86 MAY 21 ENS 90 NOV 21 LT 91 NOV 21 LT (YG-86)</p> <p>SNO was approved for separation on 91 OCT 31. TIG as LT at time of separation 11 months, 11 days. SNO was approved for return on 92 DEC 91.</p> <p>91 10 31 (departure date) <u>90 11 21</u> (date of rank) 00 11 10 + 1</p> <p>DEPARTURE TIG AS LT 00 11 11</p> <p>Return LT DOR 92 12 01 (return date) (adjusted) <u>00 11 11</u> (departure TIG) 00 20 (converts to 12/20/91)</p> <p>New DOR is 12/20/91 (YG-87)</p>	<p>Promotion History</p> <p>76 JUN 03 ENS 78 MAR 03 LTJG 81 MAY 01 LT 88 JUL 01 LCDR (YG-76)</p> <p>SNO was approved for separation on 92 JUL 01. TIG as LCDR at time of departure is 4 years, 1 day. SNO was approved for return on 93 NOV 01.</p> <p>92 07 01 (departure date) <u>88 07 01</u> (date of rank) 04 00 00 + 1</p> <p>DEPARTURE TIG AS LCDR 04 00 01.</p> <p>Return LCDR 93 11 01 (return date) (adjusted) <u>04 00 01</u> (departure TIG) 89 11 00 (converts to 10/31/89)</p> <p>New DOR is 10/31/89 (YG-78).</p>

## 17. Sample Date of Rank for Chief Warrant Officer:

Example 1	Example 2
<p>Promotion History:</p> <p>90 JUN 01        W-2 93 JUN 01        W-3</p> <p>SNO was approved for separation on 95 SEP 01. TIG as W-3 at time of departure: 02 years, 3 months, 1 day. TIG as W-2 at time of departure: 05 year, 3 months, 1 day.</p> <p>SNO was approved for return on 96 JUN 01.</p> <p>Departure W-3 TIG</p> <p>95 09 01        (departure date) <u>93 06 01</u>        (date of rank) 00 03 00 +1 02 03 01</p> <p>Departure W-2 TIG</p> <p>95 09 01        (departure date) <u>90 06 01</u> 05 03 00 +1 05 03 01</p> <p>New W-3 DOR (adjusted)</p> <p>96 06 01        (return date) <u>02 03 01</u>        (departure TIG) 94 03 00        (converts to 03/01/94)</p> <p>New W-2 DOR (adjusted)</p> <p>96 06 01        (return date) <u>05 03 00</u>        (departure TIG) 91 03 01</p>	<p>Promotion History:</p> <p>91 JUN 01        W-2 SNO approved for separation on 93 SEP 01. TIG as W-2 at time of departure: 02 years, 3 months, 1 day. SNO was approved for return on 93 SEP 01.</p> <p>Departure W-2 TIG</p> <p>93 09 01        (departure date) <u>91 06 01</u>        (date of rank) 02 03 00 +1 02 03 01</p> <p>New W-2 DOR (adjusted)</p> <p>94 09 01        (return date) <u>02 03 01</u>        (departure TIG) 92 06 00        (converts to 06/01/92)</p>

**12.F.3.d. Service Credit for Subsequent Officer Appointment (with no Reserve affiliation) on Return to Active Duty after Temporary Separation**

1. This provision determines a member's precedence within grade when he or she returns to Active Duty and receives a subsequent appointment as a commissioned, warrant, or temporary officer in a commissioned grade in the Regular Coast Guard. This provision applies to members returning to active Coast Guard duty under the temporary separation policy and those returning and receiving a later appointment to the Academy Permanent

Commissioned Teaching Staff or designation as a Reserve Program Administrator. When subsequently appointed, the member receives credit for any Active Duty commissioned Coast Guard service in the grade he or she performed before reappointment to the same grade.

2. The Commandant assigns a person receiving a later appointment in a commissioned grade on return to Active Duty a new date of rank based on credit for Active Duty commissioned service previously served in that grade. This procedure affords an officer credit for time previously served in grade.
3. In determining a member's service time to compute time in grade under this section, count each year, month, and day and base computations on the methods prescribed in ☛ Appendix C, Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series).
4. The previous active service credited an officer under this regulation determines his or her date of commission rank, seniority, and position on the Active Duty Promotion List. ☛ Article 12.F.5. Officers and enlisted personnel who were previously selected from promotion/advancement to the next higher grade, but were not promoted/advanced prior to temporary separation may be appointed/reenlisted in the higher grade. ☛ Article 12.F.2.3.
5. Once the new date of rank is established, Commander (CGPC-opm) administratively determines seniority within that date of rank. In cases in which the adjusted date of rank is not unique for officers in that grade, the returning officer will be given the higher precedence.

**12.F.3.e. Service Credit for Subsequent Officer Appointment (with Reserve affiliation) on Return to Active Duty after Temporary Separation**

See the ☛ Reserve Policy Manual, COMDTINST M1001.28 (series), Chapter 8.C for computation of retirement points.

**12.F.3.f. Service Credit on Reenlistment (with no Reserve affiliation) After Temporary Separation**

Members who return to active duty from the temporary separation program receive full credit for any TIR formerly creditable prior to their separation under the temporary separation program for computation of their SWE final multiple.

**12.F.3.g. Service Credit on Reenlistment (with Reserve affiliation) on Return to Active Duty after Temporary Separation**

See the Reserve Policy Manual, COMDTINST M1001.28 (series), Chapter 8.C for computation of retirement points.

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**12.F.4. Special Terms**

1. Members will separate with the understanding they will retain eligibility to return to Active Duty or affiliate with the Reserve under the specific terms previously outlined. The member must submit a signed acknowledgment of the specific conditions governing separation and return to Active Duty or affiliate with the Reserve with the request for separation under this policy.
2. Members discharged from the Service are entitled to transportation of household effects from the last duty station to home of record or the place from which ordered to Active Duty.
3. On enlistment or reenlistment or a new appointment under this policy, Commander, (CGPC-epm-2), (CGPC-opm-2) or (CGPC-rpm) generally will consider members for reassignment consistent with the needs of the Service.

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**12.F.5. Officer Provisions**

Under this policy, officer eligibility is limited to career officers who have served on active Coast Guard duty for five years without a break in service immediately preceding the effective separation date. Commander, (CGPC-opm) generally recognizes these members as having long-term goals and aspirations in the Service because they completed an extended period of Active Duty or attained permanent status. They have demonstrated they possess the potential and skills for long-term Active Duty.

1. For the purpose of this policy, career officers are defined as:
  - a. Permanent commissioned officers in the grade of lieutenant or above, or
  - b. Permanent commissioned warrant officers who have completed their three-year probationary period, or
  - c. Temporary regular officers who have completed at least 5 years of active duty and three years of active duty commissioned service, or



- d. Reserve Program Administrators (non-provisional) in the grade of lieutenant or above, or
2. Officers submit their request to separate under this policy as an unqualified resignation in the form prescribed in ☛ Article 12.A.6. with a signed Statement of Understanding of Conditions for Temporary Separation (See ☛ Figure 12.F.7.1.) as an attachment to the request. The commanding officer's endorsement shall comment on the officer's future potential and a definite recommendation for approval or disapproval.
3. Commander, (CGPC-opm-1) will discharge officers with the understanding they will return with the same grade they last held on Active Duty. If officers desire to affiliate with the Reserve during the temporary separation, and if not included in the original request for temporary separation, then it is preferred that they apply for a Reserve commission at least three months in advance of the desired date of separation from Active Duty. This application process must be coordinated with the Coast Guard Personnel Command (CGPC-rpm). However, the highest grade to which temporary officers will be appointed is lieutenant.
4. Officers will receive a subsequent appointment under the procedures outlined in ☛ Figure 12.F.3.2.

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## **12.F.6. Enlisted Provisions**

1. To qualify for temporary separation for other than Care for Newborn Children (CNC), a member must be career-oriented, serving as an E-4 or above with more than six years of Active Duty service in the U.S. Coast Guard. To qualify for temporary separation for Care for Newborn Children, a member must be career-oriented, serving as an E-4 or above with more than four years of Active Duty service in the U.S. Coast Guard
2. Enlisted members shall submit their written request for discharge under the temporary separation policy to Commander, (CGPC-epm-l) (with a copy to Commander, (CGPC-rpm) if the member desires to affiliate with the Reserve program) via their Commanding Officer with the signed acknowledgment of conditions as an attachment to the request. If members desire to affiliate with the Reserve program during the temporary separation, and if not included in the original request for temporary separation, they must apply for a Reserve enlistment at least three months in advance of the desired date of separation from Active Duty. This application process must be coordinated with the Coast Guard Personnel Command (CGPC-rpm).

3. In the forwarding endorsement, commanding officers shall include a statement about the status of any disciplinary action pending, Service schools attended, and a definite recommendation for approval or disapproval. Enclose a copy of the Marks Sheet, CG-3306, for at least four years of marks. For the 12 months before the submission of the request, the member must have an average of four in all evaluation factors and no unsatisfactory mark in Conduct. For members who have no evaluations during the 12 months preceding the request, use marks for the preceding 24 months before submitting the request.
4. Members are separated from the Coast Guard at the Convenience of the Government and receive a RE-1 reenlistment code.
5. Any unearned Selective Reenlistment Bonus (SRB) payments that have been paid to the member will be recouped before the member separates. There is no legal authority for reinstating bonus payments to a member who decides to return to active duty under this policy. ➡ See **Reenlistment Bonus Programs Administration**, COMDTINST M7220.33( series).
6. The member has up to 2 years from the separation date to re-enlist through a recruiting office (if not affiliated with the Reserve) or Commander, (CGPC-epm) (if affiliated with the Reserve) and retain the previously held pay grade. Applicants are guaranteed the pay grade held upon return to Active Duty after the temporary separation if they re-enlist within 2 years. If the member is affiliated with the Reserve during temporary separation, reenlistment back to Active Duty after 2 years is not guaranteed. Any applicant who desires to re-enlist outside the specified time frame will be subject to the limitations of the Open Rate List.
7. For advancement purposes, enlisted members' pay grade begins on their reenlistment date. Members who return to Active Duty after the temporary separation will receive full credit for any TIR formerly creditable prior to their separation under this policy for computation of their SWE final multiple.

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### 12.F.7. Statement of Understanding

A Statement of Understanding must accompany each request for separation under the temporary separation policy. ➡ Figure 12.F.7.1.

**FIGURE 12.F.7.1.**

**STATEMENT OF UNDERSTANDING OF CONDITIONS  
FOR TEMPORARY SEPARATION**

I, [member's name], acknowledge I am fully aware of the conditions for separation and re-entry in the Coast Guard under the temporary separation policy. I understand my discharge from the Coast Guard and return to Active Duty will be effected only under specific provisions stated in the CG Personnel Manual, COMDTINST M1000.6 (series). Additional temporary separation policy specific conditions include:

1. The member must be discharged or RELAD from the U.S. Coast Guard; officers returning to Active Duty receive a subsequent appointment to their former grade and an adjusted date of rank; enlisted members must reenlist through a recruiting office to return to Active Duty with the same grade last held on Active Duty. For advancement purposes, enlisted members' pay grade begins on their reenlistment date. Members who return to Active Duty after the temporary separation will receive full credit for any TIR formerly creditable prior to their separation under this policy for computation of their SWE final multiple.
2. Officers who affiliate with the Reserve, must apply for a Reserve commission and will be appointed the same rank as held on Active Duty; enlisted members may enlist in the Reserve after being separated from Active Duty.
3. Officers must ensure Officer Evaluation System (OES) responsibilities for all Active Duty service are met prior to separation. Those officers who affiliate with the Reserve must ensure all OES responsibilities for Reserve service are met prior to return to Active Duty.
4. The member must complete a physical examination at a U.S. Military Entrance Processing Station (MEPS) and meet retention physical standards.
5. After discharge, the applicant must submit a Notice of Intent to Commander, (CGPC-CGRC) with copy to Commander, (CGPC-epm) or (CGPC-opm) no less than six months and no more than one year before the intended date of return to Active Duty.
6. If the member joins the Reserve, the member must submit a Notice of Intent to Commander, (CGPC-opm) or (CGPC-epm) with a copy to Commander (CGPC-rpm) no less than six months and no more than one year before the intended date of return to Active Duty or desire to remain in the Reserve.
7. If an applicant elects to join the Coast Guard Reserve, he or she understands that they pursue one of following options (Figure 12.F.2.1)
  - a. Return to Active Duty after the up to 2-year temporary separation at the original rank/rate.
  - b. Remain in the Reserve after the up to 2 year temporary separation with limited possibility for opportunities for Extended Active Duty (EAD) contract(s) after termination of the temporary separation agreement and possible integration (officers) or reenlistment (enlisted) into Active Duty based on Service needs.

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- c. Apply for extended Active Duty (EAD) while in the Reserve with possible integration (officers) or reenlistment (enlisted) to Active Duty. (This option will terminate the temporary agreement).
8. The member understands on discharge under this policy, he or she loses eligibility for certain benefits, among them include:
  - a. Pay and allowances;
  - b. Continued accrual of service for retirement;
  - c. Eligibility for commissary, exchange, theater, and
  - d. The member's and dependent's related privileges and medical care.
9. The member understands that upon affiliation with the Reserve, he or she may receive certain benefits, among them include:
  - a. IDT pay, ADT pay and allowances, ADSW opportunities, SGLI, commissary, exchange, theater, and Reserve Dental Insurance (SELRES only); and
  - b. Continued accrual of service for retirement.
10. The member has up to 2 years from the date of discharge, unless otherwise specified, to return to Active Duty under the temporary separation policy and retain the last held pay grade.
11. Members discharged from the Service are allowed transportation of household effects from the last duty station to home of record or the place from which they were ordered to Active Duty.
12. For officers, CWO (COMMS) and enlisted members in ratings requiring security clearances, this statement:

I understand in conjunction with my return to Active Duty, a Background Investigation or National Agency Check, as applicable, will be conducted to determine my qualifications to serve as an officer or in a specialty or rating in the USCG. If it is determined I am not eligible for a security clearance; I may lose all guarantees under the temporary separation policy and be separated from the Coast Guard.

Member's Signature

Date

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**14.A.4.e. Additional Information**

If the board desires additional information or clarification, the board president shall request it in writing from Commander, (CGPC-opm).

**14.A.4.f. Fitness for Duty**

Boards shall assume each officer it considers is fit for full duty unless otherwise advised.

**14.A.4.g. Administrative Letters of Censure**

☛ Chapter 8.E. prohibits filing administrative letters of censure in officers' personnel records. Since non-punitive censures were previously filed in an officer's official record, a board finding one shall ignore it when evaluating performance. However, a board may consider and evaluate the facts on which an administrative letter is based if an Officer Evaluation Report or other documents refer to them.

**14.A.4.h. Officer Education Reporting Program**

The Officer Education Reporting Program is voluntary. Officers may report educational achievement annually on an Officer Educational Record, CG-4082, for board consideration.

**14.A.4.i. Board Proceedings**

Except for its Report of the Board, the board members shall not disclose proceedings or deliberations to any person not a member of the board (14 U.S.C. 261).

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**14.A.5. Procedure for Boards Considering Officers on a Fully-Qualified Basis**

**14.A.5.a. Board Recommendation**

Boards convened to recommend officers for promotion on a fully-qualified basis should recommend those whose records indicate they are qualified to perform all duties to which they reasonably might be assigned in the grade for which they are being considered. Each board shall definitely recommend whether each officer it considers is or is not qualified, without any restrictions or qualifications.

**14.A.5.b. Comparison**

In recommending each officer it considers, the board should compare him or her to the present grade and those in the next higher grade to determine how

well the individual measures up to such officers according to the overall criteria the board established. If the board believes the officer has demonstrated by past performance, fitness, and potential to perform creditably those duties to which he or she reasonably might be assigned, the board should recommend him or her. If past performance indicates potential for increased responsibilities and administrative assignments is doubtful or limited, the board should not recommend the officer.

**14.A.5.c. Not Recommended**

If the board does not recommend an officer or finds an officer's performance in his or her present grade is unsatisfactory, the board shall indicate its reasons.

**14.A.5.d. Board Report**

Each board's report shall contain:

1. A cover sheet.
2. A membership roster.
3. The convening, meeting, and adjourning dates.
4. A list of officers recommended.
5. A list of officers **found not fully-qualified for promotion with the specific reason why each was not recommended for promotion.**
6. A list of officers whose performance of duty in present grade the board considered unsatisfactory with **the specific reason why each was found as such.**
7. A certification **that** in the opinion of at least three members if the board has five, or two-thirds of the members if the board has six or more members, the officers recommended are fully-qualified for promotion.
8. Each member's signature.

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**14.A.6. Procedure for Boards Considering Officers on a Best-Qualified Basis**

**14.A.6.a. Number of Officers**

Boards convened to consider officers on a best-qualified basis for promotion, continuation on active duty, retention in a particular occupational field, or appointment in another status may recommend to promote, continue, retain, or appoint only the number specified in the precept.



1. Commander, (CGPC) does not expect a sufficient number of vacancies at captain to permit promoting those RPAs on the selection list for that grade as of the dates their running mates are promoted as described in ☛ Article 5.A.6.a., or
2. The needs of the Service otherwise require it.

#### **14.A.20.b. Board Composition**

A board convened to consider RPA captains for continuation on active duty consists of five or more officers who serve as captain or above who previously have been continued. Three members shall be RPAs, but if a sufficient number of RPAs is not available to satisfy this requirement, Commander, (CGPC) may reduce the number of RPA members to at least one. If no Reserve officer serving on active duty is senior to all officers considered for continuation, Commander, (CGPC-opm) recalls a retired or inactive duty Reserve officer senior to all officers the board will consider to active duty to serve on the board.

#### **14.A.20.c. Convening Notice**

Before the continuation board convenes, Commander, (CGPC) notifies the Service at large of the convening date, the composition of the continuation zone, and the number of officers the board may recommend for continuation.

#### **14.A.20.d. Continuation Zone**

Before convening a continuation board, Commander, (CGPC) establishes a continuation zone of RPA captains who will have completed at least three years' service in that grade during the promotion year in which the board meets. The zone consists of the most senior RPA captains on active duty eligible but not previously considered for continuation.

#### **14.A.20.e. Communicating with the Continuation Board**

Officers in the continuation zone may communicate to the President of the continuation board. ☛ Article 5.A.4.e. applies.

#### **14.A.20.f. Continuation Board Members' Oath**

Continuation board members shall comply with ☛ Article 14.A.10.d.

#### **14.A.20.g. Information Furnished to Continuation Boards**

Commander, (CGPC) furnishes this information to the continuation board:

1. The names and records of all officers eligible for consideration in the established zone.

2. The number of officers the board may recommend for continuation on active duty. This number shall be fewer than 100 percent, but not fewer than 50 percent of the number considered.

#### **14.A.20.h. Selection**

The board shall select from the designated continuation zone those officers who in its opinion are best-qualified to continue on active duty.

#### **14.A.20.i. Submitting Continuation Boards' Reports**

1. The continuation board submits a report as outlined in Article 14.A.6.c. to the Commandant, through Commander, (CGPC). If the board has acted contrary to law or regulation, the Commandant returns the report for revision and resubmission.
2. On the Commandant's approval, Commander, (CGPC) promptly disseminates the names of the officers the board selected for continuation on active duty to the Service at large.
3. Except as this Article requires, no one shall disclose board proceedings to any person not a member of the board.

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### **14.A.21. Appointment of Officers to the Permanent Commissioned Teaching Staff of the Coast Guard Academy**

#### **14.A.21.a. Convening a Panel (14 U.S.C. 188)**

As Service needs require, panels will be convened to consider Regular and Reserve Officers for appointment as members of the Coast Guard Academy's Permanent Commissioned Teaching Staff (PCTS). CGPC solicits applications through a solicitation message. All applications received will be processed by CGPC to ensure each applicant has submitted all the required information. No waiver determinations will be made by CGPC or the Academy.

#### **14.A.21.b. Selection Method**

Selection for appointment to the PCTS is a two-step process.

1. **Phase I.** Initially, applicants will be considered by a panel of officers convened by Commander, CGPC. The panel will consist of three to five members: an officer from CGPC-opm; an officer from the Service at large; an Academy PCTS officer; and a department head from each of the Permanent Commissioned Teaching Staff Departments who have PCTS positions open. The decisions of the panel will be by majority vote. This panel (Phase I) will evaluate all applicants and will choose the ones they deem best-qualified for the positions open. They will rank those selected in best-qualified order.

2. **Phase I Criteria.** CGPC shall prepare the panel precept, which will include, but may not be limited to, the following criteria: performance as an officer, leadership ability, knowledge in the discipline, teaching/presentation skills, potential for further growth as an educator, scholar, administrator and role model, and ability to contribute to cadet life outside the classroom.
3. **Phase II.** The Dean of Academics, or the Assistant Dean, working with the respective Department Head and Section Chief will form Phase II. If there are two PCTS positions being considered in different academic departments, than separate Phase II panels will be convened for each. Phase II may interview those listed on the Phase I Panel report, and may require teaching presentations and/or a demonstration of subject matter expertise. They will make a final recommendation to the Superintendent as to the preferred candidate/s, as well as a prioritized list of alternates (if recommended). If their list/s is/are in a different order than Panel I, they shall include a brief description as to their recommendations.
4. **Board Report.** The Superintendent shall review the report of Phase II and endorse it with a recommendation as to the preferred candidate/s for PCTS, as well as a prioritized list of alternates to the Commandant via Commander, CGPC. The Commandant is the final approving official on the selection/s.

#### **14.A.21.c. Panel Convening Notice**

A solicitation message released by Commander, CGPC will announce the convening of a panel to fill authorized PCTS vacancies.

#### **14.A.21.d. Panel Members' Oath**

Panel members shall swear or affirm that they will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Coast Guard Academy, perform the duties imposed upon them.

#### **14.A.21.e. Information Furnished to the Panels**

1. The Phase I panel will be furnished with the applications and records of all the officers responding to the solicitation message.
2. The Phase II panel will be furnished with the Phase I report, as well as the applications of all the officers found fully-qualified by the Phase I panel.

#### **14.A.21.f. Selection Criteria**

The PCTS of the Coast Guard Academy exists to support the mission of providing teaching expertise and leadership in the academic division. Members of the PCTS should be models of academic, leadership and

**professional excellence. The military component of the PCTS complements the civilian and rotating military components of the faculty. Applicants must:**

- 1. Be regular or reserve officers on active duty in the Coast Guard;**
- 2. Possess at least a masters degree in the discipline or other closely allied discipline associated with the PCTS vacancy. A doctorate is desired;**
- 3. Be in grades O-2 through O-4;**
- 4. Possess the teaching and presentation skills necessary for success in the classroom as well as in other professional venues. Selectees should have at least two years of teaching experience, but a lack of such experience is not disqualifying;**
- 5. Have the potential for growth as a leader, educator, scholar, administrator, and role model. They must have the potential to become competitive for the position of academic department head; and**
- 6. Have the desire and ability to contribute to cadet life and development in non-academic areas and associated community activities.**

#### **14.A.21.g. Reports**

- 1. Prior to convening Phase II, the Phase I panel shall submit the Phase I report as outlined in Article 14.A. and Article 14.A.21. (as applicable) to Commander, CGPC. The panel shall certify that in the opinion of at least a majority of the members, the officers recommended are the best-qualified for appointment of those officers whose names were furnished to the panel, and that the candidates are rank ordered on that best-qualified basis.**
- 2. Commander, CGPC will forward the Phase I report to the Phase II panel. The Phase II panel will submit its report as outlined in Article 14.A. and 14.A.21. (as applicable) to Superintendent, Coast Guard Academy, via the Dean of Academics, for endorsement. The panel shall certify that in the opinion of at least a majority of the members the officers selected and the alternates listed were rank-ordered for designation on a best-qualified basis.**
- 3. The Superintendent, Coast Guard Academy will endorse the Phase II report with his final recommendations for selection to Commandant (G-C) via Commander, CGPC.**
- 4. When the Commandant approves the report, Commander, CGPC shall promptly disseminate the name(s) of the officer(s) selected for designation to the PCTS to the Service at large.**
- 5. Except as this Article requires, no one shall disclose panel proceedings to any person not a member of the subject panel.**